



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

2023-2024 CALENDAR OF SIGNIFICANT DEADLINES¹

[Subject to change as needs arise]

FRIDAY, JUNE 30, 2023	
Item	Submit Via:
<ul style="list-style-type: none"> Local Control Accountability Plan (LCAP) Report for the 2023-2024 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 Governing Board Contact Information Bell Schedule 	Charter Schools Division Dropbox
WEDNESDAY, JULY 19, 2023	
Item	Submit Via:
<ul style="list-style-type: none"> 2023-2024 PENSEC <ol style="list-style-type: none"> 1. New Charter schools in the first year of operation that will commence instruction between July 1, 2023, and September 30, 2023. 2. Significantly expanding charter schools in FY 2023-2024, 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

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 24, 2023 (Approximately*)

Item	Submit Via:
<ul style="list-style-type: none"> Instructional Calendar and Contact Information for the 2023-2024 school year (*The deadline is 3 weeks before independent charter schools' first day of school.) 	Attendance & Enrollment Section E-mail to: CSReports@lausd.net

TUESDAY, AUGUST 15, 2023

Item	Submit Via:
<ul style="list-style-type: none"> 2022-2023 Unaudited Actuals (UAR) (1st time to be completed in the SACS Web System) A hard copy of the certification page with wet signatures are required by the Los Angeles County Office of Education (LACOE) 	<u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u> LAUSD Charter Schools Accounting Unit & Charter Schools Division Fiscal Attn: Mark Mendoza 333 S. Beaudry Ave., 26 th Floor Cubicle #26-175-01 Los Angeles, CA 90017 <u>UAR (via email):</u> 1. Karyll Elise karyllease.bolalin@lausd.net 2. Mark Mendoza marknino.mendoza@lausd.net 3. Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net
<ul style="list-style-type: none"> TDAP Certification due with the following dates: 3 days and 30 days from 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 6, 2023

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 27, 2023. 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>	Electronic Capacity Assessment Review (E-CAR) Link

WEDNESDAY, SEPTEMBER 20, 2023

Item	Submit Via:
<ul style="list-style-type: none">Certificate of Insurance for the 2023-2024 School Year (if not already submitted)	TBD (for questions contact LAUSD Risk Management and Insurance Services at 213-241-0329)

FRIDAY, SEPTEMBER 22, 2023

Item	Submit Via:
<ul style="list-style-type: none">2023-2024 Norm Enrollment (September 15, 2023, Student Count)	Attendance & Enrollment Section E-mail to: CSReports@lausd.net
<ul style="list-style-type: none">T-DAP Certification due with the following dates: 3 days and 30 days from school's start date	Email to: charterschools@lausd.net and also submit electronic certification no later than November 1 to: California Department of Public Health, Immunization Branch (Click to Open Link)

WEDNESDAY, SEPTEMBER 27, 2023

Item	Submit Via:
<ul style="list-style-type: none">General Application for Charter Schools	Complete form online at LACOE website. Return completed form via e-mail to: sfs_bcsu@lacoedu <u>LACOE</u> Division of School Financial Serv. Attn: Business Charter Schools Unit 9300 Imperial Highway, Cubicle 2137 Downey, CA 90242 CLICK HERE to obtain form

WEDNESDAY, SEPTEMBER 27, 2023 (cont.)

Item	Submit Via:
<ul style="list-style-type: none"> 20-Day Attendance Report Newly operational Independent charter schools that begin instruction from July 1, 2023, through September 30, 2023, and continuing charter schools that added one or more grade levels in 2023-2024 	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

WEDNESDAY, NOVEMBER 1, 2023

Item	Submit Via:
<ul style="list-style-type: none"> 2023-2024 Proposition 39 Facilities Request 	Proposition 39 Link

FRIDAY, NOVEMBER 3, 2023

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 2023-2024 (ESSA Grid) include all supporting documentation (i.e., DOJ clearance forms, credentials, documentation of mandated trainings, and vendor certification forms). 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 2024-2025 school year) 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> Master Plan for English Learner (EL) Certification and EL Master Plan (if not using the District's) 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> If Charter School is offering Independent Studies (IS), provide an updated IS policy that complies with the updates in the 2022 Education Omnibus Budget Trailer Bill (AB 181). 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> 2023-2024 Charter School's Reclassification Criteria for all grade levels served 	Charter Schools Division Dropbox

TUESDAY, NOVEMBER 14, 2023

Item	Submit Via:
<ul style="list-style-type: none"> 2023-2024 First Period Interim Financial Report (FY 2023-2024 Actuals as of 10/31/23 & Estimated Actuals through 6/30/24) 	Email Electronic Certification Page to: LAUSD Charter Schools Accounting Unit & Charter Schools Division Fiscal Support 1. Karyll Elise karyllelise.bolalin@lausd.net 2. Mark Mendoza marknino.mendoza@lausd.net 3. Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING FRIDAY, DECEMBER 1, 2023 (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 no later than January 3, 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>	Attendance & Enrollment Section E-mail to: CSReports@lausd.net <p><u>In addition, for PROP 39 ONLY:</u></p> <p>Email the Prop 39-specific reporting to: Prop39@lausd.net</p>

FRIDAY, DECEMBER 15, 2023

Item	Submit Via:
<ul style="list-style-type: none"> • 2022-2023 Audited Financial Statements Must include: <ol style="list-style-type: none"> 1. All the report components listed in the K-12 Audit Guide (Article 2 Audit Reports: Section 19815 Report Components); and 2. Schedule 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"> 1. Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net 2. Karyll Elise karylleylise.bolalin@lausd.net 3. Mark Mendoza marknino.mendoza@lausd.net

FRIDAY, JANUARY 12, 2024

Item	Submit Via:
<ul style="list-style-type: none"> • Compliance Monitoring Board Certification (Must include agenda, board minutes and agenda approving the minutes) 	<p>Charter Schools Division Dropbox</p>

THURSDAY, FEBRUARY 15, 2024

Item	Submit Via:
<ul style="list-style-type: none"> • 2023-2024 Second Period Interim Financial Report (FY 2023-2024 Actuals as of 1/31/24 & Estimated Actuals through 6/30/24) 	<p>Email Electronic Certification Page to:</p> <p>The Charter Schools Accounting Unit & Charter Schools Division Fiscal Support</p> <ol style="list-style-type: none"> 1. Karyll Elise karylleylise.bolalin@lausd.net 2. Mark Mendoza marknino.mendoza@lausd.net 3. Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING MONDAY, APRIL 1, 2024 (*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 no later than April 19, 2024 	Attendance & Enrollment Section E-mail to: CSReports@lausd.net
Item	Submit Via:
<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. (1).)</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 3, 2024 (*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 no later than June 28, 2024 	Attendance & Enrollment Section E-mail to: CSReports@lausd.net

FRIDAY, JUNE 14, 2024

Item	Submit Via:
<ul style="list-style-type: none"> 2024-2025 Preliminary Budget 	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

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 will be sent prior) Governing Board Meeting Calendar 2024-2025 Governing Board Contact Information 2024-2025 Bell Schedule (for Secondary schools only) 2024-2025 	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) 	TBD (for questions contact LAUSD Risk Management and Insurance Services at 213-241-0329)

WEDNESDAY, JULY 17, 2024 (Subject to Change)

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. Significantly expanding charter schools in FY 2024-25, 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* (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> Instructional Calendar and Contact Information for the 2024-2025 school year (*The deadline is 3 weeks before independent charter schools' first day of school.) 	Attendance & Enrollment Section E-mail to: CSReports@lausd.net
<ul style="list-style-type: none"> Certificate of Occupancy (private sites only and submit ONLY if there will be a change of occupancy). 	Charter Schools Division Dropbox

WEDNESDAY, JULY 31, 2024 (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

WEDNESDAY, AUGUST 14, 2024 (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> 2023-2024 Unaudited Actuals (UAR) 	<p><u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u></p> <p>The Charter Schools Accounting Unit & Charter Schools Division Fiscal Support</p> <p>Attn: Mark Mendoza 333 S. Beaudry Ave., 26th Floor Cubicle #26-175-01 Los Angeles, CA 90017</p> <p><u>UAR (via email):</u></p> <ol style="list-style-type: none"> Karyll Elise karyllelise.bolalin@lausd.net Mark Mendoza marknino.mendoza@lausd.net Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

THURSDAY, AUGUST 15, 2024
(Varies based on charter school's first day of school)

Item	Submit Via:
<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	Dropbox 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:
<ul style="list-style-type: none"> Monthly classification report (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 (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 .