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MASTER CALENDAR OF  
**REPORTING**  
**REQUIREMENTS** | 2016-17

MASTER CALENDAR OF REPORTING REQUIREMENTS FOR 2016-17

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## OUR MISSION

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To transform public education through accountability, innovation and access to quality education for all students.

## OUR VISION

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We envision a diverse and dynamic public education marketplace that fosters academic excellence for all children.

## OUR VALUES

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Integrity | Respect | Compassion | Inclusiveness

Social Responsibility | Excellence | Innovation



## WELCOME

The Governor John Engler Center for Charter Schools at Central Michigan University continues to work diligently to streamline the regulatory reporting process for schools. Simplifying the reporting process means schools have more time to devote to living their mission and preparing students academically for success in college, work and life.

We are pleased to provide you with the 2016-17 Master Calendar of Reporting Requirements. The Calendar is designed to help schools anticipate and plan the work to complete reporting requirements as efficiently as possible. As in previous years, the Calendar includes document and submission details for state, federal and University submission requirements.

As your partner, we are committed to making the Calendar as helpful and user-friendly a tool as possible. We value any feedback you may have on how we can simplify the regulatory process. Please contact either your academy lead or Amy Van Atten-Densmore, director of school operations, for further clarification or assistance. Together, we can transform public education by preparing students academically for success in college, work and life.

Sincerely,



Cindy Schumacher  
Executive Director



## 2016-17 CALENDAR CHANGES SUMMARY

The Calendar is color-coded into two categories: **State/Federal-Required or General Reminder** and **University-Required**.

In conjunction with the Calendar, the Center has developed Notes that provide additional information for specific submissions (see page 11). A form-numbering system is cross-referenced throughout the Calendar. In addition to the user-friendly Quarter At-A-Glance Calendar, the Center continues to offer an expanded online version that includes more interactive details. Users will have access to direct links to all of the forms and sample templates referenced throughout the Calendar. The Calendar is also available for downloading directly into Microsoft Outlook through our website, [www.TheCenterForCharters.org](http://www.TheCenterForCharters.org). A summary of the Calendar changes – including the items removed, changed and added – are reflected below.

### **REMOVED Submission Item:**

- The Financial Information Database (FID) submission requirement to the Center has been removed. Submission of the FID to CEPI is still required by November 1, 2016 to avoid withholding of academy state aid funds.

### **REVISED/CHANGED Submission Items:**

- The Center is requesting the submission of the 2017-18 Annual Calendar of Regularly Scheduled Board Meetings and the 2017-18 School Calendar/School Day Schedule by June 14, 2017. This early submission will allow the Center to prepare Epicenter compliance dates for the new school year.
- In the Center's continuous efforts to provide best practices, a new template option, Sample Template C2, has been identified that can assist boards with its strategic planning, including its annual and regular board meetings. For more information, contact the Center's director of board appointments and development.
- The 2016-17 ACT Score Submission Form has been modified to reflect the change in assessment to the College Board PSAT and SAT. The Form A5 is better aligned with how the College Board provides data and requires the academy to assign specific roles to the Center so that data can be accessed through the academy's College Board portal.
- The 2016-17 MAP or PS Assessment Coordinator Verification – Fall form is now specifically designed for the fall requirement and has been renumbered as Form A2.
- The 2016-17 MAP or PS Assessment Coordinator Verification – Spring form is now specifically designed for the spring requirement and has retained the number Form A3.
- The former MAP or PS Student Assessment Form has been renamed the MAP or PS Optional Student Assessments Form, Form A11, to better reflect its purpose. It now includes a section for the NWEA Skills Navigator. As in previous years, the costs for these optional assessments will be charged to the academy.

### **NEW Submission Item:**

- In an effort to ensure schools are meeting state compliance requirements, the Center is taking a proactive approach and will now require schools to submit a School Administrator Verification Form including supporting documentation that identifies individuals (superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as chief business official) that fall under the definition of "school administrator" as set forth by the Revised School Code.

### **For Your Information and Consideration:**

- Specific make-up dates for SAT, ACT WorkKeys and PSAT have been added to the calendar. However, no submission is necessary to the Center. These are simply critical dates to remember.
- The due date for the Annual Education Report (AER) Submission is to be determined for some time in August. For the most recent information available at the time of the Calendar's publishing refer to: [http://www.michigan.gov/documents/mde/2015-16\\_AERs\\_516050\\_7.pdf?](http://www.michigan.gov/documents/mde/2015-16_AERs_516050_7.pdf?) Deadlines for this report were delayed for the 2015-16 AER cycle due to the availability of the 2014-15 M-STEP results. It is anticipated that the AER cycle will be back on schedule for 2016-17, with a posting deadline in August 2016 (no later than 15 days prior to the school start date). This due date is subject to change based on the availability of 2015-16 M-STEP data. Additional information will be provided as deadlines are established by MDE.
- To assist schools in maintaining compliance, last year, the Center began requiring the academy to submit a copy of the asbestos inspection report every three years from the company who performed the asbestos re-inspection at the academy. If the Center has a copy of a letter from the academy's architect stating that the academy's facility does not contain asbestos or a current 3-year re-inspection report on file, there will not be a due date added in Epicenter. These dates will be added on a case-by-case basis.

# 2016-17 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
July 6, 2016	<input type="checkbox"/> <b>2016-2017 Board-Approved Annual Calendar of Regularly Scheduled Meetings ❶</b> <i>(MCL 15.265)</i> <b>Submit to:</b> The Center via Epicenter <i>(Sample Template C1 or Sample Template C2)</i> <input type="checkbox"/> <b>2016-2017 Board-Approved School Calendar/School Day Schedule</b> <i>(MCL 380.1284a)</i> <b>Submit to:</b> The Center via Epicenter
July 29, 2016	<input type="checkbox"/> <b>2015-2016 4<sup>th</sup> Quarter Financial Statements ❷</b> <b>Submit to:</b> The Center via Epicenter <i>(Sample Template F1)</i>
August 17, 2016	<input type="checkbox"/> <b>Academy Roles Verification Application (ARVA) ❸</b> <b>Submit to:</b> The Center via Epicenter
August 29, 2016	<input type="checkbox"/> <b>Transparency Reporting Certification Form ❹</b> <i>(MCL 388.1618; MCL 380.503(6); MCL 29.19)</i> <b>Submit to:</b> The Center via Epicenter <i>(Form C3)</i>
TBD	<input type="checkbox"/> <b>2015-2016 Annual Education Report Posting</b> <i>(Federal No Child Left Behind posting requirements)</i> <i>(refer to: <a href="http://www.michigan.gov/documents/mde/6-5-14_AER_Memo_FAQS_and_Common_Errors_459233_7.pdf">http://www.michigan.gov/documents/mde/6-5-14_AER_Memo_FAQS_and_Common_Errors_459233_7.pdf</a>)</i> <b>Submit to:</b> The Center via Epicenter
September 1, 2016	<b>2016-2017 School Improvement Plan</b> <i>(MCL 380.1277; MDE - SIP Info)</i> <b>No submission to the Center is required</b> <b>Submit to:</b> MDE's Office of Field Services (OFS) <i>(see MDE's website at <a href="http://www.advanc-ed.org/mde">www.advanc-ed.org/mde</a>)</i>
September 7, 2016	<input type="checkbox"/> <b>2016-2017 Measures of Academic Progress® (MAP) and Performance Series® (PS) Schedule – Fall</b> <b>Submit to:</b> The Center via Epicenter <i>(Form A1)</i>
September 9, 2016	<input type="checkbox"/> <b>Board Member Nomination Materials ❺</b> – for consideration at the December 8, 2016 University Board of Trustees meeting <b>Submit to:</b> The Center – specific submission information provided separately
September 12, 2016 - October 13, 2016	<b>MAP and PS – Fall Testing Window</b> <b>No submission to the Center is required</b>
September 22, 2016	<b>University Board of Trustees Meeting</b> <b>No submission to the Center is required</b> <input type="checkbox"/> <b>School Administrator Verification Form ❻</b> <b>Submit to:</b> The Center via Epicenter <i>(Form C7)</i>
September 29, 2016	<input type="checkbox"/> <b>Financial Account Signatory Card ❼</b> <b>Submit to:</b> The Center via Epicenter <input type="checkbox"/> <b>Annual Nonprofit Corporation Information Update ❸</b> <i>(MCL 450.2911)</i> <b>Submit to:</b> The Center via Epicenter and Department of Licensing and Regulatory Affairs (LARA) <input type="checkbox"/> <b>Current 3-Year Asbestos Re-Inspection Report or Exclusionary Document</b> <i>(if applicable) ❹</i> <b>Submit to:</b> The Center via Epicenter
October 5, 2016	<b>2016-2017 General Education and Special Education Student Count Day</b> <i>(MCL 388.1606)</i> <b>No submission to the Center is required</b>

Items in RED Text = State/Federal-Required or General Reminder      Items in BLACK Text = University-Required

# 2016-17 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
October 7, 2016	<input type="checkbox"/> <b>2016-2017 Preliminary Head Count Form 10</b> – Fall Submit to: The Center via Epicenter (Form C2)
October 15, 2016	<b>Deadline for the Public Presentation of the 2015-2016 Annual Education Report</b> (MCL 380.1204a) No submission to the Center is required
October 19, 2016	<input type="checkbox"/> <b>2016-2017 MAP or PS Assessment Coordinator Verification</b> – Fall Submit to: The Center via Epicenter (Form A2)
October 31, 2016	<input type="checkbox"/> <b>2016-2017 1<sup>st</sup> Quarter Financial Statements 2</b> Submit to: The Center via Epicenter (Sample Template F1)
November 1, 2016	<input type="checkbox"/> <b>2015-2016 Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters 11</b> (MCL 388.1618) Submit to: The Center via Epicenter and MDE
	<input type="checkbox"/> <b>2015-2016 Board-Approved Response to Audited Financial Statement Findings and Recommendations 12</b> Submit to: The Center via Epicenter
	<b>2015-2016 Financial Information Database Data Files</b> (MCL 388.1618) No submission to the Center is required
	<b>Immunization Records Report 15</b> (MCL 380.1177) No submission to the Center is required Submit to: Local Health Department
November 18, 2016	<input type="checkbox"/> <b>Board Member Nomination Materials 5</b> – for consideration at the February 16, 2017 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
December 8, 2016	<b>University Board of Trustees Meeting</b> No submission to the Center is required
December 31, 2016	<b>Online Qualifying Statement 14</b> (MCL 141.2303) No submission to the Center is required Submit to: Michigan Department of Treasury
January 3, 2017 - February 9, 2017	<b>MAP and PS</b> – Winter Testing Window (Optional) No submission to the Center is required
January 24, 2017	<input type="checkbox"/> <b>Board Member Nomination Materials 5</b> – for consideration at the April 27, 2017 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
January 25, 2017	<input type="checkbox"/> <b>2017-2018 Application and Enrollment Information Form 15</b> Submit to: The Center via Epicenter (Form C4)
	<input type="checkbox"/> <b>2017-2018 Board-Approved Contract Amendment Request Resolution</b> Submit to: The Center via Epicenter (Contract Amendment Resolution)

# 2016-17 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	✓ CENTER DOCUMENT SUBMISSION
January 31, 2017	<input type="checkbox"/> <b>2016-2017 2<sup>nd</sup> Quarter Financial Statements ②</b> Submit to: The Center via Epicenter <i>(Sample Template F1)</i>
February 1, 2017	<b>Immunization Records Report ⑬</b> <i>(MCL 380.1177)</i> <b>No submission to the Center is required</b> Submit to: Local Health Department
February 8, 2017	<b>2016-2017 General Education and Special Education Student Supplemental Count Day</b> <i>(MCL 388.1606a)</i> <b>No submission to the Center is required</b>
February 10, 2017	<input type="checkbox"/> <b>2016-2017 Preliminary Head Count Form ⑩</b> – Supplemental Count Submit to: The Center via Epicenter <i>(Form C6)</i> <input type="checkbox"/> <b>ARVA ③</b> Submit to: The Center via Epicenter
February 16, 2017	<b>University Board of Trustees Meeting</b> <b>No submission to the Center is required</b>
March 22, 2017	<input type="checkbox"/> <b>2016-2017 MAP and PS Schedule</b> – Spring Submit to: The Center via Epicenter <i>(Form A4)</i>
March 29, 2017	<input type="checkbox"/> <b>Transparency Reporting Certification Form ④</b> <i>(MCL 388.1618; MCL 380.503(6); MCL 29.19)</i> Submit to: The Center via Epicenter <i>(Form C3)</i>
March 31, 2017	<input type="checkbox"/> <b>Board Member Nomination Materials ⑤</b> – for consideration at the June 29, 2017 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
April 10, 2017 - May 26, 2017	<b>2016-2017 Michigan Student Test of Educational Progress (M-STEP)</b> – Testing Window (Grades 3 through 8, 11) <i>(Act 38 of 1970)</i> <b>No submission to the Center is required</b>
April 11, 2017	<b>College Entrance SAT®</b> (Grades 11 – all students; Grade 12 – make-up, as needed) <b>No submission to the Center is required</b>
April 11, 2017 or April 12, 2017	<b>PSAT™</b> (Grades 9 and 10) Schools have the option of testing grade 9 and grade 10 students on one day, or each grade on a separate day, but all students in the same grade must test on the same day. <b>No submission to the Center is required</b>
April 12, 2017	<b>ACT WorkKeys®</b> (Grade 11 – all students; Grade 12 – make-up, as needed) <b>No submission to the Center is required</b>
April 17, 2017 - May 25, 2017	<b>MAP and PS</b> – Spring Testing Window <b>No submission to the Center is required</b>

Items in RED Text = State/Federal-Required or General Reminder      Items in BLACK Text = University-Required

# 2016-17 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
April 25, 2017	<b>College Entrance SAT Make-Up</b> (Grade 11 – all students; Grade 12) No submission to the Center is required
April 25, 2017 or April 26, 2017	<b>PSAT Make-Up</b> (Grades 9 and 10) No submission to the Center is required
April 26, 2017	<b>ACT WorkKeys Make-Up</b> (Grade 11 – all students; Grade 12) No submission to the Center is required
April 27, 2017	<b>University Board of Trustees Meeting</b> No submission to the Center is required
April 28, 2017	<input type="checkbox"/> <b>2016-2017 3<sup>rd</sup> Quarter Financial Statements</b> ② Submit to: The Center via Epicenter (Sample Template F1)
May 18, 2017	<input type="checkbox"/> <b>2016-2017 College Board Portal Access Form</b> Submit to: The Center via Epicenter (Form A5)
May 25, 2017	<input type="checkbox"/> <b>2016-2017 MAP or PS Assessment Coordinator Verification</b> – Spring Submit to: The Center via Epicenter (Form A3)
May 31, 2017	<input type="checkbox"/> <b>2016-2017 Letter of Engagement for the Annual Independent Financial Audit – Including A-133 Single Audit</b> (if applicable) ⑥ Submit to: The Center via Epicenter
	<input type="checkbox"/> <b>2017-2018 Optional Student Assessments Form</b> Submit to: The Center via Epicenter (Form A11)
June 14, 2017	<input type="checkbox"/> <b>2017-2018 Board-Approved Annual Calendar of Regularly Scheduled Board Meetings</b> ① (MCL 15.265) Submit to: The Center via Epicenter (Sample Template C1 or Sample Template C2)
	<input type="checkbox"/> <b>2017-2018 Board-Approved School Calendar/School Day Schedule</b> (MCL 380.1284a) Submit to: The Center via Epicenter
June 23, 2017	<input type="checkbox"/> <b>Board Member Nomination Materials</b> ⑤ – for consideration at the September 21, 2017 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
June 29, 2017	<b>University Board of Trustees Meeting</b> No submission to the Center is required
June 30, 2017	<input type="checkbox"/> <b>2017-2018 Board-Approved Annual Operating Budget – General Fund and Special Revenue Funds</b> ⑦ (Public Act 2 of 1968) Submit to: The Center via Epicenter (Sample Template F2)
	<input type="checkbox"/> <b>2017-2018 Notice of Public Hearing</b> ⑧ (MCL 141.412) Submit to: The Center via Epicenter (Sample Template F3)



## ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

DUE DATE	CENTER DOCUMENT SUBMISSION
As Requested	<p><b>Conflict of Interest Disclosure (CID)</b> – The Center will send a CID to each individual board member for completion and submission based on the board member’s appointment date. The CID is available at: <a href="http://www.thecenterforcharters.org/modules.php?name=Documents&amp;op=viewlive&amp;sp_id=752">http://www.thecenterforcharters.org/modules.php?name=Documents&amp;op=viewlive&amp;sp_id=752</a>.  <b>Submit to:</b> The Center via Epicenter</p> <p><b>Reauthorization Materials</b>  <b>Submit to:</b> The Center – specific submission information provided separately</p>
Prior to Occupancy	<p><b>Certificate(s) of Use and Occupancy</b>  <b>Submit to:</b> The Center – specific submission information provided separately</p>
Upon Posting/Notice	<p><b>Academy Board Special Meeting Notice)</b> – The Academy is required to provide a copy of the notice when it is posted at the Academy.  <b>Submit to:</b> The Center via Epicenter</p> <p><b>Academy Board Meeting Cancellation Notice</b> – The Academy is required to provide notice of any meeting cancellations.  <b>Submit to:</b> The Center via Epicenter</p>
Upon Academy Board Action	<p><b>Long-Term Financing</b> – Upon Academy Board action to pursue long-term financing, the Academy is required to provide written notice of the Academy Board’s long-term financing plan.</p> <ul style="list-style-type: none"> <li>• <b>At least 30 days prior to closing</b>, the Academy is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable).</li> </ul> <p><b>Submit to:</b> The Center – specific submission information provided separately</p> <p><b>Short-Term Financing</b></p> <ul style="list-style-type: none"> <li>• <b>Michigan Finance Authority Borrowings (MFA)</b> – Prior to closing, the Academy is required to: Request an Authorizer’s Letter from the Center which must then be submitted by the Academy to MFA with its application. After closing, the Academy is required to submit a copy of the MFA financing transcript.</li> <li>• <b>Non-MFA Borrowings</b> – At least 15 days prior to closing, the Academy is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable.</li> </ul> <p><b>Submit to:</b> The Center - specific submission information provided separately</p>
Annually Upon Renewal	<p><b>The Academy and Educational Service Provider (ESP) Insurance Certificates</b> – Required to be submitted annually upon renewal  <b>Submit to:</b> The Center – specific submission information provided separately</p>
30 Calendar Days	<p><b>Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion and ESP Information Sheet</b> – Required to be submitted at least 30 days prior to execution, refer to the ESP Policies  <b>Submit to:</b> The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Matriculation Agreement(s)</b> – Required to be submitted 30 days prior to execution  <b>Submit to:</b> The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Facility Lease Agreement(s) (including amendments)</b> – Required to be submitted at least 30 days prior to renewal or execution.  <b>Submit to:</b> The Center – specific submission information provided separately</p>



## ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

### DUE DATE

### CENTER DOCUMENT SUBMISSION

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30 Calendar Days

**Academy's Insurance Policies** – The Academy is required to submit the following insurance policies (including all forms and endorsements) within 30 days of annual renewal:

- *General Liability*
- *Automobile*
- *Liability*
- *Workers Compensation*
- *Property*
- *Errors & Omissions including Directors & Officers and School Leaders Errors & Omissions*
- *Employment Practices Liability*
- *Employee Dishonesty*
- *Sexual Molestation & Abuse coverage and Corporal Punishment coverage*
- *Umbrella/Excess Liability policies*

**Submit to:** The Center – specific submission information provided separately

10 Business Days

**Amended Budget for the General Fund and Special Revenue Fund(s)** – This submission is due within 10 business days after Academy Board approval and is required to include:

- *Object-level detail in a two-column format comparing the Academy Board's prior Board-approved budget to the current amended budget.*

**Submit to:** The Center via Epicenter *(Sample Template F4)*

**Board-Approved Waiver Request(s) and Response(s), if applicable** – The Academy is required to submit any federal, state or ISD/RESA waiver (including the granting agency's approval documentation) requesting an extension, an exemption and/or relief from any applicable law or reporting requirement (i.e. seat time waiver, etc.).

**Submit to:** The Center via Epicenter

8 Business days

**Proposed Board Meeting Minutes of Regular, Special or Emergency Board Meetings (including all resolutions)** – This submission is due within eight (8) business days after the regular, special or emergency board meeting is held.

**Submit to:** The Center via Epicenter

5 Business Days

**Litigation and Formal Proceedings** – The Academy is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the Academy within five (5) business days upon notification.

**Submit to:** The Center – specific submission information provided separately

**Board-Approved Meeting Minutes** – The Board-approved minutes are required to be submitted within five (5) business days after a regular, special or emergency meeting wherein minutes are approved.

**Submit to:** The Center via Epicenter

**Board-Approved Changes to the Annual Calendar of Regularly Scheduled Meetings** – Any Board-approved changes to the Board Calendar are required to be submitted within five (5) business days after Board approval.

**Submit to:** The Center via Epicenter

**Application and Enrollment Results Form** – The Academy is required to submit a completed Application and Enrollment Results Form within five (5) business days after the close of open enrollment and/or prior to the Academy's Random Selection Drawing.

**Submit to:** The Center via Epicenter *(Form C5)*

- 1 Board-Approved Annual Calendar of Regularly Scheduled Meetings.** The submission is required to include one (1) meeting date to be designated as the Board's "Annual" meeting.
- 2 Quarterly Financial Statements.** The Academy is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the QFS) is required to align to the appropriate Board-approved budget. The submission, for all funds, is required to include: (1) Balance Sheet; (2) Statement of Revenues, Expenditures and Changes in Fund Balance with object-level detail.
- 3 Academy Roles Verification Application.** Administrators and Board Corresponding Agents will receive an email with submission information and a link to access this application.
- 4 Transparency Reporting Certification Form.** The Revised School Code and the State School Aid Act, require all school districts, including public school academies, to adhere to specific mandated reporting items commonly referred to as "transparency" requirements. This submission (see associated Form C3) is a mechanism to ensure the Academy is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the Academy's website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.
- 5 Board Member Nomination Materials.** The submission is required to include: (1) Board minutes of meeting at which nominating resolution was adopted (submit via Epicenter); (2) Board-approved Nominating Resolution (submit via Epicenter). The resolution is available at: [http://www.thecenterforcharters.org/modules.php?name=Documents&op=viewlive&sp\\_id=755](http://www.thecenterforcharters.org/modules.php?name=Documents&op=viewlive&sp_id=755); (3) Board Member Application for Board Appointment (see online application at [Board Application - CMU](#))
- 6 School Administrator Verification Form.** The submission is required to include all individuals who are considered "school administrators", as defined by the Revised School Code, [MCL 380.1246](#). This includes all individuals serving in the role of superintendent, principal, assistant principal, administrator of instruction programs, or chief business official. For more information, see MDE's website: <http://www.michigan.gov/mde/0,4615,7-140-5863---,00.html>.
- 7 Financial Account Signatory Card.** The submission is limited to the signatory card reflecting all authorized signatories for the Academy's depository account wherein the University, as the Fiscal Agent for the Academy, deposits the Academy's state school aid funds. This submission is required to be produced by the applicable financial institution. **[Note:** The submission should restrict the Academy's account number to only the last four digits.]
- 8 Annual Nonprofit Corporation Information Update.** For more information on the Department of Licensing and Regulatory Affairs see LARA's website: [Michigan Non-Profit Corporation FORMS](#).
- 9 3-Year Asbestos Re-Inspection Report and/or Exclusionary Document.** This submission is required to include a current 3-year asbestos re-inspection report along with a state-approved plan for each school site. If the Academy's building was built without asbestos-containing material, an exclusionary document from the Academy's architect must be submitted and approved by the state. If the Center has previously received the exclusionary document or if the Center has received a current 3-year inspection report, there will not be a due date added in Epicenter.
- 10 Preliminary Head Count Form.** The submission is required to include the total number of students in attendance (**Box A**) and the total number of students enrolled (**Box B**) on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.
- 11 Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters.** The Academy Board is required to approve the Audited Financial Statements and related letters prior to submission. The submission to the Center must align with the audit submission made to MDE as follows: (1) From an electronic source (no scanned documents); (2) Final (no DRAFT versions will be accepted); (3) Signed and without password protection.  
  
All documents must be in one file and should be in the following order: (1) Financial Statements; (2) A-133 Single Audit, if required; (3) Management Letter, if issued (If the auditor does not issue a Management Letter, then the Academy should include a letter, from the auditor, stating that a Management Letter was not issued); (4) Any Other Audit Letters (i.e. Governance).
- 12 Board-Approved Response to the Audited Financial Statement Findings and Recommendations.** The Board-approved response is required to be a separate letter, not a response reported within the Academy's board meeting minutes or Audited Financial Statements. The response should address any/all findings and recommendations contained within the audit submission, as outlined in #11 above. If the Academy's audited financial statements, supporting reports and letters do not contain findings or recommendations, then no additional submission is required by the Academy.
- 13 Immunization Records Report.** The Academy is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the Academy's state school aid allocation may be assessed if the Academy's immunization rate is not at or above 90% as of November 1 (2016) and 95% as of February 1 (2017).
- 14 Online Qualifying Statement.** Municipalities subject to the Revised Municipal Finance Act, (PA 34 of 2001), including public school academies, are required to annually submit a qualifying statement electronically using the State of Michigan – Department of Treasury's website: [State of Michigan - Treasury - Qualifying Status](#).
- 15 Application and Enrollment Information Form.** Upon receipt of the Academy's information, specific due dates will be added as follows:  
**Legal Notice** - Five (5) Business Days Following the First Day of Open Enrollment. The submission is required to include: the Academy's Legal Notice, Advertisement or Affidavit of Publication. At a minimum, the legal notice (or advertisement) must include: (1) The process and/or location(s) for requesting and submitting applications; (2) The beginning date and end date of the application period; and (3) The date, time, and place the random selection drawing(s) will be held, if needed.  
**Application and Enrollment Results Form** - Five (5) Business Days after the Close of Open Enrollment and/or prior to the Academy's Random Selection Drawing. The submission is required to include: the Academy's completed Application and Enrollment Results Form (Form C5).
- 16 Letter of Engagement for the Annual Independent Financial Audit (including A-133 Audit, if applicable).** If the Academy Board previously approved a multi-year audit engagement letter (including an A-133 Audit, if applicable) that covers the 2016-2017 audited financial statements, then no additional submission is required by the Academy at this time.
- 17 Board-Approved Annual Operating Budget – General Fund and Special Revenue Fund(s).** The submission is required to include an object-level detail in a three-column format: (1) Last Year Actual (FY2015-2016 Audited Financial Statements); (2) Current Year Projection (agrees with the most recent FY2016-2017 Board-approved budget); and (3) Proposed Budget (FY2017-2018).
- 18 Notice of Public Hearing.** The submission is required to be in the form of a Legal Notice, Advertisement or Affidavit of Publication that is published at least 6 days prior to the hearing and include: (1) Name of School; (2) Date, time and location of the hearing; and (3) Location where a copy of the budget is available for public inspection.

———— THE GOVERNOR JOHN ENGLER ————  
**CENTER FOR CHARTER SCHOOLS**  
———— CENTRAL MICHIGAN UNIVERSITY ————

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