



Acknowledgements

SUNY Charter Schools Institute

New York City Department of Education

Board of Education of the Buffalo Public Schools

Table of Contents

Introduction and Overview

Each charter school is required to make the Annual Report publicly available by August 1 and post it on the charter school's website¹. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November).

August 1, 2024,

no later than 11:59 PM on

authorizer overseeing the school as of June 30, 2024

Please remove password protections from your Excel, Word, or PDF documents before uploading them to this portal

All schools must submit the first component of the Annual Report no later than 11:59 PM on August 1, 2024, unless otherwise indicated for specific tasks.

SUNY-authorized charter schools

on September 16, 2024

no later than 11:59 PM

Content Requirements

Entry 1 – School Information and Cover Page

Required of ALL Charter Schools



Entry 2 – Links to Critical Documents on School Website

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)

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The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.

must

Entry 4 – Board of Trustees Membership Table

**INFORMATION ON 2023-2024
 VOTING AND NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES
 FOR ALL CHARTER SCHOOLS**

Voting Trustee Name	Trustee Email Address	Position on the Board (e.g., officers, parent, or other constituent representatives)	Committee Affiliation(s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Number of Board Meetings Attended During 2023-2024

All Schools - Board Meetings	Number of board meetings conducted in 2023-2024: Number of board meetings scheduled for the 2024-2025
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Regents, NYCDOE, & Buffalo BOE Schools	Total number of Non-Voting Members on June 30, 2024:	
	Total number of Non-Voting Members added during the 2023-2024 school year:	
	Total number of Non-Voting	

Entry 5 – Board Meeting Minutes

Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

no later than 11:59 PM on August 1, 2024

Entry 6 – Enrollment and Retention

Required of ALL Charter Schools

strongly discouraged

Entry 8 – Organization Chart

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Organization Chart.

Entry 9 – School Calendar

Required of ALL Charter Schools

no later than 11:59 PM on August 1, 2024

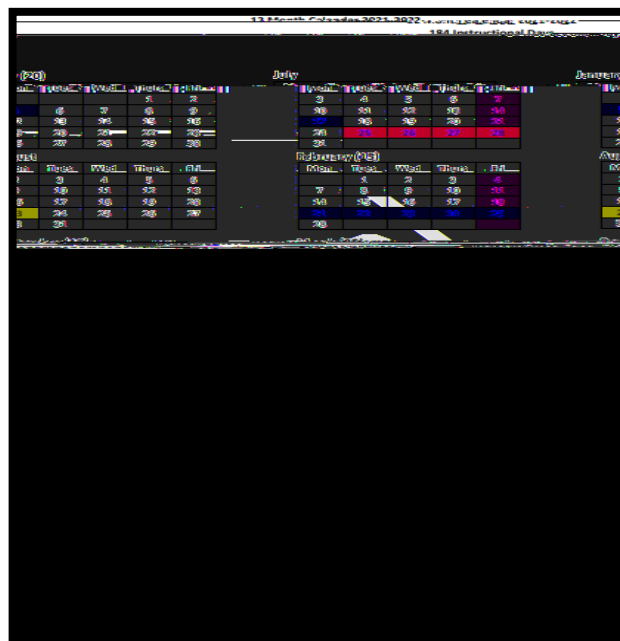
no later than

11:59 PM on September 16, 2024.

unless the school's charter requires more instructional time than is required under the regulations."

AND

must



Entry 10 – Faculty/Staff Roster Template

Required of Regents, NYCDOE, and Buffalo BOE-authorized Charter Schools ONLY

ANY and ALL

Use of the 2023-2024 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders:

2023-2024 Progress Toward Attainment of Academic Charter Goals

Organization Goals

2023-2024 Progress Toward Attainment of Organization Charter Goals

Entry 12a – Audited Financial Report Template

SUNY-Authorized Charter Schools ONLY

no later than 11:59 PM on November 1, 2024.

Entry 12b – Audited Financial Report Template

Regents-Authorized Charter Schools ONLY

PM on November 1, 2024.

no later than 11:59

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

Entry 12c – Additional Financial Documents

**Regents, NYCDOE and Buffalo BOE authorized schools
no later than 11:59 PM on November 1, 2024**

Entry 12d – Financial Contact Information

**Regents, NYCDOE, and Buffalo BOE authorized schools
no later than 11:59 PM on November
1, 2024**

Entry 13 – Fisc