



## Tennessee Charter Schools State Reporting Requirements

Report	Due	Recipient
<b>Verification/ Certification of enrollment lottery.</b> T.C.A. § 49-13-113 requires charter schools that conduct an enrollment lottery to verify it was conducted in compliance with state statute.	Post-lottery	<a href="#">Marcy Tidwell</a>
<b>Waiver requests.</b> T.C.A. § 49-13-105 requires charter schools to submit waiver requests to the chartering authority or the commissioner of education.	At least 60 days prior to implementation.	<a href="#">Marcy Tidwell</a>
<b>Teacher evaluation system selection.</b> State Board of Education policy allows charter schools to propose their own evaluation model. Evaluation models must be submitted to the commissioner for approval. The State Board of Education must approve any evaluation models from which results will be used to inform licensure advancement.	Prior to the start of the school year	<a href="#">Rene Diamond</a>
<b>Teacher evaluation data.</b> Teacher evaluation data must be submitted per the rules and regulations of the state board of education. Please visit the <a href="#">TEAM</a> website for more information.	As needed	<a href="#">Rene Diamond</a>
<b>Teacher licensure advancement forms.</b> Pursuant to T.C.A. § 49-13-111 charter school teachers must have a current valid Tennessee teaching license. More information about licensure advancement can be found on the department <a href="#">website</a> .	As needed	<a href="#">Office of Educator Licensing</a>
<b>Annual progress report.</b> T.C.A. § 49-13-120 requires each charter school to annually report to the chartering authority and the commissioner on the progress toward achieving the goals outlined in its charter. Guidelines for submitting the annual report can be found <a href="#">here</a> .	By September 1 annually	<a href="#">Marcy Tidwell</a>



<p><b>Annual financial report.</b> T.C.A. §§ 49-13-112 and 49-13-120 require each charter school to annually provide to the chartering authority and the commissioner a detailed accounting report. The report should include revenues, expenditures and sources of funds received. This information should be included with the school’s annual progress report. Please note the annual audit may satisfy the financial report requirements.</p>	<p>By September 1 annually</p>	<p><a href="#">Marcy Tidwell</a></p>
<p><b>Annual audit.</b> T.C.A. §§ 49-13-127 and 49-13-111 require each charter school to furnish an annual audit to the chartering authority, the commissioner and the comptroller of the treasury. Notifying TDOE that audit has been provided to and posted by comptroller suffices as delivery to commissioner.</p>	<p>As soon as practical after June 30</p>	<p><a href="#">Comptroller of the Treasury</a></p>
<p><b>Surety bonds.</b> T.C.A. § 49-13-111(n) requires any member of the governing body, employee, officer or other authorized person who receives funds, has access to funds, or has authority to make expenditures from funds, to give a surety bond in the form prescribed by the Comptroller’s office.</p>	<p>As needed</p>	<p><a href="#">Comptroller of the Treasury</a></p>

\*This list does not include reports required by the chartering authority such as student attendance and student demographics.