# PART III. ANNUAL REPORT TEMPLATE

## How to Use This Tool

This sample template provides a sample format, structure, explanatory text, and performance measures that authorizers can adapt to develop their own basic annual charter school performance report format.

All content in this template—including the performance measures and descriptions—is meant only as an example.

This template is organized into the four main sections: School Overview, Academic Performance, Financial Performance, Organizational Performance.

In using this tool to develop your own Annual Performance Reports, you should:

* Build your report content and format around the measures, standards, and expectations each charter school is accountable for achieving, as established by applicable federal and state law and the school’s charter contract.
* Summarize the school’s performance on measures for the year in review—for the knowledge and benefit of the school, its stakeholders, and the general public. Include performance by grade level or subgroups to the extent possible.
* Indicate whether the school is meeting standards on each measure, according to the expectations established in law and/or the charter contract. This is important to identify both the school’s strengths and any areas where improvement is needed.
* Briefly explain how the school is not meeting standards (if not self-evident).The “Notes” section can also be used to provide context, including factual information submitted by the school in response to the draft annual report, which provides a fuller understanding of the school's performance.

# ANNUAL PERFORMANCE REPORT FOR [CHARTER SCHOOL]

## Introduction

Every year, [AUTHORIZER] produces an Annual Performance Report for each charter school it oversees, for use by the school and other stakeholders. The report summarizes the school’s academic performance, organizational performance (including legal compliance), and financial health and sustainability, according to the most recent data available for the year in review. The Annual Performance Report also provides an overview of the charter school’s enrollment demographics for the year reviewed.

[AUTHORIZER] is committed to promoting high-quality education for public school students in [JURISDICTION]. This Annual Performance Report is produced in order to:

1. Provide timely information to the charter school on its performance relative to the standards and expectations established by applicable federal and state law and the charter contract.
2. Identify the school’s strengths and any areas needing improvement.
3. Provide information that enables the community and the public to understand the school’s performance, including its fulfillment of public obligations.

[CHARTER SCHOOL] AT A GLANCE

[YEAR]

|  |  |
| --- | --- |
| INDICATORS AND MEASURES | **MEETS STANDARD?** |
| ACADEMIC PERFORMANCE |  |
| State and Federal Accountability |  |
| Academic Proficiency |  |
| Academic Growth |  |
| Postsecondary Readiness |  |
| School-Specific Academic Measure(s) |  |
| FINANCIAL PERFORMANCE |  |
| Near-Term Financial Health |  |
| Financial Sustainability |  |
| ORGANIZATIONAL PERFORMANCE |  |
| Education Program Compliance (including services for special populations) |  |
| Financial Management and Oversight |  |
| Governance and Reporting |  |
| Student and Employee Rights and Requirements |  |
| School Environment |  |
| Additional Obligations (if applicable) |  |

For each measure in this report, the school receives one of the ratings described below:

|  |  |
| --- | --- |
| RATING | DESCRIPTION |
| Exceeds Standard | The school is exceeding expectations and showing exemplary performance. This rating only applies to academic performance. |
| Meets Standard | The school is performing well and meeting expectations for performance. |
| Does Not Meet Standard | The school has failed to meet minimum expectations for performance. |
| Falls Far Below Standard | The school falls far below the stated expectations and/or significant concern(s) are noted. The failures are material and significant to the viability to the school. |

SCHOOL OVERVIEW

|  |  |
| --- | --- |
| SCHOOL NAME |  |
| GRADES SERVED |  |
| SCHOOL ADDRESS |  |
| SCHOOL CONTACT INFORMATION |  |
| SCHOOL WEBSITE |  |
| NEIGHBORHOOD LOCATION |  |
| AREAS SERVED |  |
| LEADERSHIP | *[Names and titles of Board Chair and School Leader(s)]* |
| SCHOOL MISSION | *[School mission statement]* |
| TOTAL STUDENT ENROLLMENT IN [YEAR] |  |

Student Demographics

|  |  |
| --- | --- |
| GENDER | |
| Male |  |
| Female |  |
| RACE/ETHNICITY | |
| Asian/Pacific Islander |  |
| Black |  |
| Hispanic/Latino |  |
| Multiracial & Other |  |
| Native American |  |
| White/Caucasian |  |
| HISTORICALLY UNDERSERVED POPULATIONS | |
| Free or Reduced-Price Lunch |  |
| Students with Disabilities |  |
| English Language Learners |  |

Student Enrollment by Grade in [YEAR]

|  |  |
| --- | --- |
| K |  |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |

I. ACADEMIC PERFORMANCE

MEETS STANDARD?

This section provides an overview of the school’s performance in the year reviewed on a variety of academic measures the school is accountable for achieving, as established by applicable federal and state law and the charter contract.

|  |  |  |  |
| --- | --- | --- | --- |
| INDICATORS AND MEASURES | SCHOOL PERFORMANCE | MEETS STANDARD? | NOTES |
| STATE AND FEDERAL ACCOUNTABILITY | | [RATING] | |
| State Rating |  |  |  |
| STUDENT ACADEMIC PROFICIENCY | | [RATING] | |
| Proficiency – English (All) |  |  |  |
| Proficiency – English (Subgroups) |  |  |  |
| Proficiency Comparison – English |  |  |  |
| Proficiency – Math (All) |  |  |  |
| Proficiency – Math (Subgroups) |  |  |  |
| Proficiency Comparison – Math |  |  |  |
| Proficiency – Science (All) |  |  |  |
| Proficiency – Science (Subgroups) |  |  |  |
| Proficiency Comparison – Science |  |  |  |
| STUDENT ACADEMIC GROWTH | | [RATING] | |
| Growth – English (All) |  |  |  |
| Growth – English (Subgroups) |  |  |  |
| Growth – Math (All) |  |  |  |
| Growth – Math (Subgroups) |  |  |  |
| Growth – Science (All) |  |  |  |
| Growth – Science (Subgroups) |  |  |  |
| POSTSECONDARY READINESS (HIGH SCHOOLS ONLY) | | [RATING] | |
| Graduation Rate |  |  |  |
| College Matriculation Rate |  |  |  |
| SAT Performance |  |  |  |
| ACT Performance |  |  |  |
| SCHOOL-SPECIFIC ACADEMIC MEASURES (IF APPLICABLE) | | [RATING] | |
| Mission-Specific Academic Goal(s) |  |  |  |
| Additional Academic Performance Measures |  |  |  |

II. FINANCIAL PERFORMANCE

MEETS STANDARD?

This section provides an overview of the school’s performance in the year reviewed, and a view of recent historical trends, on financial measures the school is accountable for achieving, as established by applicable federal and state law and the charter contract. These measures provide information about the school’s financial health and sustainability.

Near-Term Measures

* **Current Ratio** measures a school’s ability to pay its obligations over the next 12 months (calculated as the ratio of short-term assets to short-term liabilities).
* **Unrestricted Days Cash on Hand** indicates how many days the school could operate without receiving additional funding (calculated as the school’s total cash divided by the average daily cost to operate the school).
* **Enrollment Variance** shows how well the school is meeting its enrollment projections (calculated as actual enrollment divided by enrollment projection in the school’s board-approved budget).
* **Debt Default** indicates whether a school is meeting its debt obligations or covenants.

Sustainability Measures

* **Total Margin** measures a school’s revenues compared to its expenses—i.e., did the school operate at a surplus or deficit in the given time period?
* **Debt to Asset Ratio** compares the school’s financial liabilities to its assets.
* **Cash Flow** indicates the trend in the school’s cash balance over a period of time (similar to Days Cash on Hand, but indicating long-term vs. near-term sustainability).
* **Debt Service Coverage Ratio** indicatesa school’s ability to cover its debt obligations in the current year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 3-YR AVG. | FY15 VALUE | FY16 VALUE | MEETS STANDARD? | NOTES |
| NEAR-TERM MEASURES | | | | [RATING] | |
| Current Ratio |  |  |  |  |  |
| Unrestricted Days Cash on Hand |  |  |  |  |  |
| Enrollment Variance |  |  |  |  |  |
| Debt Default |  |  |  |  |  |
| SUSTAINABILITY MEASURES | | | | [RATING] | |
| Total Margin |  |  |  |  |  |
| Debt to Asset Ratio |  |  |  |  |  |
| Cash Flow |  |  |  |  |  |
| Debt Service Coverage Ratio |  |  |  |  |  |

III. ORGANIZATIONAL PERFORMANCE

MEETS STANDARD?

Charter schools are required to meet certain regulatory requirements and responsibilities as established by applicable state and federal law and their charter contracts. This section reports the school’s overall performance in the year reviewed in fulfilling legal requirements and fiduciary/public stewardship responsibilities, and other measures relevant to organizational health and performance.

|  |  |  |
| --- | --- | --- |
| INDICATORS AND MEASURES | MEETS STANDARD? | NOTES |
| EDUCATION PROGRAM COMPLIANCE | [RATING] | |
| Implementing the material terms of the education program as defined in the current charter contract |  |  |
| Complying with applicable education requirements |  |  |
| Protecting the rights of students with disabilities |  |  |
| Protecting the rights of English Language Learner (ELL) students |  |  |
| FINANCIAL MANAGEMENT AND OVERSIGHT | [RATING] | |
| Meeting financial reporting and compliance requirements |  |  |
| Following Generally Accepted Accounting Principles (GAAP) |  |  |
| GOVERNANCE AND REPORTING | [RATING] | |
| Complying with governance requirements |  |  |
| Holding management accountable |  |  |
| Complying with reporting requirements |  |  |
| STUDENT AND EMPLOYEE RIGHTS AND REQUIREMENTS | [RATING] | |
| Protecting the rights of all students |  |  |
| Meeting attendance goals |  |  |
| Meeting teacher and other staff credentialing requirements |  |  |
| Respecting employee rights |  |  |
| Completing required background checks |  |  |
| SCHOOL ENVIRONMENT | [RATING] | |
| Complying with facilities and transportation requirements |  |  |
| Complying with health and safety requirements |  |  |
| Handling information appropriately |  |  |
| ADDITIONAL OBLIGATIONS | [RATING] | |
| Complying with all other obligations |  |  |