

## ACNW Charter School Annual Report/WBWF Report – Trends from FY18

FY18 Annual Reports submitted by the schools authorized by ACNW met compliance requirements to varying degrees. This document is designed to help your school avoid common challenges to ensure a quality and timely Annual Report that meets *all* statutory requirements.

### Compliance Areas of Greatest Challenge:

- **Board approval of the annual report**
  - The board must approve the annual report *prior to* submission to ACNW and the school community.
  - FY19 Annual Report is due to ACNW by November 1, 2019. Plan sufficient time for the completion of the report and board approval accordingly.
  - The report must also be distributed to the school community (staff and families) and posted to the school's website by November 1, 2019.
- **Implementation of primary and additional statutory purposes (Section 2)**
  - Include both the primary purpose and additional purpose(s) as outlined in the school's charter contract.
  - *Include a description* of how the school implements its primary and additional purposes.
- **Student attrition (Section 4)**
  - Provide a brief narrative discussing attrition rates, which arguably could be called "retention rates" as opposed to "attrition rates."
  - If you have multiple years of data, discuss trends.
- **Student and parent satisfaction (Section 9)**
  - Present data that the school has collected regarding student and parent satisfaction and perceptions of safety in chart or graph form along with a brief narrative interpreting the data.
- **Board training (Section 11)**
  - The report must include information on the specific board training completed by *each* board member – including initial board training.
  - Be specific and comprehensive. Include name of board member, training topic or title, date, and trainer.
  - If a board member attended no training, indicate so.
- **Professional development plan and implementation for an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position (Sections 11 & 12)**
  - The report must include a description of the professional development activities completed in the year of the report, not only the plan itself (i.e., the FY19 report should include activities completed in FY19).
  - This section must include *all* individuals in such roles.

- **Professional development plan and implementation for school's licensed staff (Sections 11 & 12)**
  - The report must include a description of the professional development activities completed by the school's licensed staff in the year of the report, not only the plan itself (i.e., the FY19 report should include activities completed in FY19).
  - This section must include the file folder numbers and job assignments of licensed staff.

**Additional Reminders/Recommendations:**

- **Use the template provided by ACNW for the appropriate year**
  - Some requirements change per statute, MDE requirements, or the charter contract. Be sure to use or reference the ACNW FY19 WBWF & Annual Report Template and Guidance.
- **Refrain from repeating language exactly from previous years' reports**
  - We encourage you to leverage information and language from previous years' reports; however, ensure that the report is an accurate portrayal of FY19 and not a clone of previous years' reports.
  - Please be sure that dates accurately reflect the correct year (i.e., information on FY19 labeled as "2017-18" makes it unclear whether the data is actually from the previous year, or if it is repeated language from a previous year that was not updated).
- **Submit a file converted to PDF (rather than a scanned PDF)**
  - Printed and scanned reports lose significant visual quality and are not searchable.
  - Convert the final Word document to PDF through Adobe or free online PDF converters.