



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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To: New York State Charter School Leaders and Board Chairs[†]
From: Cliff Chuang, Director, Charter School Office
Date: July 15, 2011
Subject: 2010-11 Charter School Annual Report Guidelines – **Revised July 15, 2011**

After additional consideration of data availability questions from charter schools, we are revising the 2010-11 Charter School Annual Report Guidelines, attached. Key revisions to note, which are highlighted in yellow in the posted revised guidelines for easier reference:

- **Progress Toward Charter Goals.** Given the late release of 2010-11 NYS state assessment data, this component of the Annual Report should be submitted in a format determined by each authorizer *by a date specified by each authorizer, once the data is released*. Please submit this as a PDF document via email to NYSED and your authorizer as described in the revised guidelines.
- **Financial Statements.** The requirement to submit of unaudited financial statements has been eliminated, except that *Board of Regents-authorized schools only* are required to provide an unaudited Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement). Additionally, SUNY-authorized charter schools are not required to provide a FY12 Budget as part of the Annual Report. All charter schools are still required to submit independent financial audits along with corresponding reports by November 1, 2011 to both NYSED and the school's authorizer described in the revised guidelines.

If you have any questions, please feel free to contact us at 518-474-1762 or charterschools@mail.nysed.gov. Thank you.

[†] **Ongoing Request: Update Your SEDREF Information.** If the appropriate persons are not receiving this email, please check that your publicly-displayed information on NYSED's SEDREF system is accurate at [http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw\\$.startup](http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw$.startup). Information about how to update this information can be found at <http://www.oms.nysed.gov/sedref/home.html>. Please copy charterschools@mail.nysed.gov on any update requests.
Thanks.