Measures of Academic Progress®/Performance Series®

**Schedule**

**FALL 2014-2015**

Name of Academy: __________________________________________

The Center will conduct drop-in visits during the testing window to provide support, find best practices that can be shared with other schools, as well as to ensure consistent administration of the Measures of Academic Progress and/or Performance Series tests.

Please complete the following schedule for 3rd – 8th grade students in reading and math, with the **start and end times** listed for each day that testing is scheduled to occur.

<table>
<thead>
<tr>
<th>September</th>
<th>September/October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Start Time</td>
</tr>
<tr>
<td>Monday, 9/8/14</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 9/9/14</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 9/10/14</td>
<td></td>
</tr>
<tr>
<td>Thursday, 9/11/14</td>
<td></td>
</tr>
<tr>
<td>Friday, 9/12/14</td>
<td></td>
</tr>
<tr>
<td>Monday, 9/15/14</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 9/16/14</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 9/17/14</td>
<td></td>
</tr>
<tr>
<td>Thursday, 9/18/14</td>
<td></td>
</tr>
<tr>
<td>Friday, 9/19/14</td>
<td></td>
</tr>
<tr>
<td>Monday, 9/22/14</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 9/23/14</td>
<td></td>
</tr>
</tbody>
</table>

**Submission:**
If multiple testing schedules occur at the Academy, these must be submitted together before the document will be accepted. Please submit the completed form by **September 3, 2014**, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org
Measures of Academic Progress® or Performance Series®
Assessment Coordinator Verification

2014-2015

Name of Academy: ____________________________

The following student data elements must be accurate and complete on the MARC or Performance Series website to avoid rejection of this document:

☐ First and Last Name
☐ 10 digit Unique Identification Code (UIC)
☐ Birthdate
☐ Grade Level

Please enter the current enrollment for each grade tested in the table below:

<table>
<thead>
<tr>
<th>Grade 2*</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
</table>

*Please include for spring test window only

Name ____________________________ Title ____________________________ Date ____________________________

Submission:
Please submit the completed form to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements by the following dates:

☐ FALL - October 15, 2014
☐ SPRING - May 28, 2015

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org
Measures of Academic Progress®/Performance Series®

Schedule

**SPRING 2014-2015**

Name of Academy: ______________

The Center will conduct drop-in visits during the testing window to provide support, find best practices that can be shared with other schools, as well as to ensure consistent administration of the Measures of Academic Progress and/or Performance Series tests.

Please complete the following schedule for 2nd – 8th grade students in reading and math, with the **start and end times** listed for each day that testing is scheduled to occur.

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Start Time</strong></td>
</tr>
<tr>
<td>Monday, 4/20/15</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 4/21/15</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 4/22/15</td>
<td></td>
</tr>
<tr>
<td>Thursday, 4/23/15</td>
<td></td>
</tr>
<tr>
<td>Friday, 4/24/15</td>
<td></td>
</tr>
<tr>
<td>Monday, 4/27/15</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 4/28/15</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 4/29/15</td>
<td></td>
</tr>
<tr>
<td>Thursday, 4/30/15</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>Start Time</strong></td>
</tr>
<tr>
<td>Monday, 5/1/15</td>
<td></td>
</tr>
<tr>
<td>Tuesday, 5/5/15</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 5/6/15</td>
<td></td>
</tr>
<tr>
<td>Thursday, 5/7/15</td>
<td></td>
</tr>
<tr>
<td>Friday, 5/8/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submission:**
If multiple testing schedules occur at the Academy, these must be submitted together before the document will be accepted. Please submit the completed form by **March 25, 2015**, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org

Name (typed) ____________________________ Title ____________________________ Date ____________________________
**ACT® Score Submission Form**

2014-2015

Name of Academy:

Please include the average ACT scores at the Academy:
Using the High School Report Checklist received from ACT, calculate the average score for each subject (English, mathematics, reading, and science) as well as the overall average composite score for all 11th grade students tested. Submit only the average scores and the composite, NO INDIVIDUAL STUDENT SCORES. Enter the numbers in the chart below. *Please complete and submit this form in Excel format.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Mathematics</th>
<th>Reading</th>
<th>Science</th>
<th>Composite</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>11th</td>
<td>17.5</td>
<td>18.4</td>
<td>17.3</td>
<td>18.2</td>
</tr>
</tbody>
</table>

**Average Scores**

<table>
<thead>
<tr>
<th>11th</th>
</tr>
</thead>
</table>

**Number of Students:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Mathematics</th>
<th>Reading</th>
<th>Science</th>
<th>Composite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission:
Please submit the completed form in electronic, Excel format by **April 29, 2015**, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

**Form more information, please contact:**
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org
The Non-Test/Student Information column requires start and end times for both the initial and make-up dates.
- Must be completed at least one day prior to the test administration
- Students can complete this portion on or after February 16, 2015
- Please schedule 40 to 50 minutes

The Assessment column requires start and end times for both the initial and make-up dates.
- English, mathematics, reading and science must be administered in one session
- No extended breaks (e.g., no lunch breaks) between testing sections
- Schedule 2 ½ to 3 hours

The Center will conduct drop-in visits during the testing window to provide support, find best practices that can be shared with other academies, and ensure consistent administration of the tests. The required enrollment information will be used to monitor testing participation.

Name of Academy: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Non-Test/Student Information Times (Initial &amp; Make-up)</th>
<th>Assessment Times (Initial &amp; Make-up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 2/16/15</td>
<td></td>
<td>Not Available for Testing</td>
</tr>
<tr>
<td>Tuesday, 2/17/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 2/18/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 2/19/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 2/20/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 2/23/15</td>
<td></td>
<td></td>
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<tr>
<td>Tuesday, 2/24/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 2/25/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 2/26/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 2/27/15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Non-Test/Student Information Times (Initial &amp; Make-up)</th>
<th>Assessment Times (Initial &amp; Make-up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 3/2/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 3/3/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 3/4/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 3/5/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 3/6/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 3/9/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 3/10/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, 3/11/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 3/12/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 3/13/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 3/16/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, 3/17/15</td>
<td></td>
<td></td>
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<tr>
<td>Wednesday, 3/18/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 3/19/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 3/20/15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please enter the enrollment for each grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Name (typed)  
Title  
Date

Submission:
If multiple testing schedules occur at the Academy, these must be submitted together before the document will be accepted. Please submit the completed form by **February 18, 2015**, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools  
Central Michigan University  
Mount Pleasant, MI 48859  
(989) 774-2100  
www.TheCenterForCharters.org
EXPLORE® and PLAN®
Test Materials Order Form
2014-2015

Name of Academy: ________________________________

Please include the Academy's projected March 2015 enrollment numbers for each of the applicable grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>9th Grade</th>
<th>10th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please include the number of accommodated testing supplies that will be needed at the Academy:

<table>
<thead>
<tr>
<th>Product</th>
<th>EXPLORE Quantity</th>
<th>PLAN Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Print Test Booklet</td>
<td>9th Grade</td>
<td></td>
</tr>
<tr>
<td>Reader's Script</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braille Test Booklet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio CD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name (typed) ___________________________ Title ___________________________ Date ___________________________

Submission:
Please submit the completed form by **December 10, 2014** to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org
Measures of Academic Progress® or Performance Series®
Student Assessment Form

2015-2016

Name of Academy: ________________________________

The Center covers the costs of the computer adaptive assessments for reading and math for grades 2-8, as these assessments are required by the Charter Contract. In addition, the Academy has the option of administering Measures of Academic Progress ("MAP") or Performance Series ("PS") assessments to kindergarten, first-grade and/or high school students, and/or MAP’s science assessment to grades 2-12 at the Academy’s expense. If the Academy chooses to participate, the Center includes these grades in the Center’s contracts with both Northwest Evaluation Association and Scantron. Therefore, the purpose of this form is to capture:

• The Academy’s intentions regarding testing these grades
• The number of students the Academy will test for the applicable grades
• The Academy’s agreement to reimburse the Center for kindergarten, first-grade and/or high school students and/or the MAP science assessment at the current per-student price (prior contract amounts were $12.50 for MAP reading, math and language arts, $2.50 for MAP science and $10.65 for PS reading, math, language arts and science) within 30 days of receipt of invoice

The Academy will administer MAP and/or PS to students in grades K, 1 and/or high school:

☐ No (if no, please do not complete the boxes below)
☐ Yes, MAP
☐ Yes, PS

If yes, what grades and how many students will test?

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

The Academy will administer MAP science to students in grades 2-12:

☐ No (if no, please do not complete the boxes below)
☐ Yes

If yes, what grades and how many students will test?

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Signature: ____________________________

Name (printed): ____________________________

Title: ____________________________

Date: ____________________________

Submission:

Please print, sign, scan and submit the completed form by June 3, 2015, to the Center via AOIS – Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org
Preliminary Head Count Form - D jj A n s r B w

2014-2015

Name of Academy: ____________________________________________________________

BOX A  Report the total number of pupils in attendance on Wednesday, October 1, 2014.

BOX B  Report the total number of pupils enrolled on Wednesday, October 1, 2014.

Note: The number reported in Box B should include the number reported in Box A.

Note: If the Academy is in its first two years of operation, or if additional grade levels are added, the Academy is also required to submit the 1st or 2nd Year Public School Academy Preliminary Pupil Membership Head Count (formerly known as Preliminary Pupil Membership Head Count) to MDE (see MDE website, www.michigan.gov/mde, to obtain the form and the MDE due date).

Certification:
I hereby certify the information contained on this form is true to the best of my knowledge.

_________________________  __________________________
Signature                  Date

_________________________  __________________________
Print Name                  Title

Submission:
Please submit the completed form by October 3, 2014, to the Center via AOIS - Document Submission Tool ("DST"), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org

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Revised 6/3/2014
Transparency Reporting Certification Form

2014-2015

Instructions:
Information within this form pertains to PA 277 Transparency Requirements. Please read the following information and complete the certification on page 2.

Revised School Code: Section 380.503(c)
(1) Beginning with Management Agreements that are entered into or renewed after March 28, 2012, if the Board of a Public School Academy enters into or renews a management agreement with an Educational Management Organization to carry out the operations of the Public School Academy, both of the following apply:
A. The Management Agreement shall require the Educational Management Organization to provide to the Board of Directors at least annually all of the same information that a School District is required to disclose under Section 18(2) of the State School Aid Act of 1979, MCL 388.1618, for the most recent school fiscal year for which that information is available.
B. Within 30 days after receiving the information under subdivision (A), the Board shall make all of the information it receives under subdivision (A) available through a link on the Academy’s website homepage, in a form and manner prescribed by the Department.

Revised School code: Section 380.503(6)(m)
The Board shall collect, maintain, and make available to the public and the authorizing body, in accordance with applicable law and the contract, at least all of the following information concerning the operation and management of the public school academy:
(i) A copy of the contract issued by the authorizing body for the public school academy.
(ii) A list of currently serving members of the board of the public school academy, including name, address, and term of office; copies of policies approved by the board; board meeting agendas and minutes; a copy of the budget approved by the board and of any amendments to the budget; and copies of bills paid for amounts of $10,000.00 or more as they were submitted to the board.
(iii) Quarterly financial reports submitted to the authorizing body.
(iv) A current list of teachers and school administrators working at the public school academy that includes their individual salaries as submitted to the registry of educational personnel; copies of the teaching or school administrator’s certificates or permits of current teaching and administrative staff; and evidence of compliance with the criminal background and records checks and unprofessional conduct check required under sections 1230, 1230a, and 1230b for all teachers and administrators working at the public school academy.
(v) Curriculum documents and materials given to the authorizing body.
(vi) Proof of insurance as required by the contract.
(vii) Copies of facility leases or deeds, or both, and of any equipment leases by the board of directors.
(viii) Copies of any management contracts or services contracts approved by the board of directors.
(ix) All health and safety reports and certificates, including those relating to fire safety, environmental matters, asbestos inspection, boiler inspection, and food service.
(x) Any management letters issued as part of the annual financial audit under subdivision (g).
(xi) Any other information specifically required under this act.

Revised School Code Section 380.1280e.
The Board shall do both of the following:
A. Within 20 days after the Board is informed by the appropriate authority of the adequate yearly progress status of the Academy for the purposes of the no child left behind act of 2001, Public Law 107-110, for the most recent school year for which it is available, post a notice of the adequate yearly progress status on the homepage of its website.
B. Within 20 days after the Board is informed by the department of the accreditation status of the Academy for the purposes of section 1280 for the most recent school year for which it is available, post a notice of the accreditation status on the homepage of its website.

The State School Aid Act, 388.1618:
(2) Within 30 days after a board adopts its annual operating budget for the following school fiscal year, or after a board adopts a subsequent revision to that budget, the district shall make all of the following available through a link on its website home page, or may make the information available through a link on its intermediate district’s website home page, in a form and manner prescribed by the department:
(a) The annual operating budget and subsequent budget revisions.
(b) Using data that have already been collected and submitted to the department, a summary of Academy expenditures for the most recent fiscal year for which they are available, expressed in the following 2 pie charts:
   (i) A chart of personnel expenditures, broken into the following subcategories:
      (A) Salaries and wages
      (B) Employee benefit costs, including, but not limited to, medical, dental, vision, life, disability, and long-term care benefits
      (C) Retirement benefit costs
      (D) All other personnel costs
   (ii) A chart of all district expenditures, broken into the following subcategories:
      (A) Instruction
      (B) Support services
      (C) Business and administration
      (D) Operations and maintenance
(c) Links to all of the following:
   (i) The current collective bargaining agreement for each bargaining unit.
   (ii) Each health care benefits plan, including, but not limited to, medical, dental, vision, disability, long-term care, or any other type of benefits that would constitute health care services, offered to any bargaining unit or employee of the board.
   (iii) The audit report of the audit conducted under subdivision (a) for the most recent fiscal year for which it is available.
Calendar of Reporting Requirements.

January 7, 2015, to the Center via AOIS - Document Submission Tool (“DST”), per the Master
Submission:

Print Name

Name of Academy: ________________________________

Certification:

As Academy Board President, I am an authorized representative of the Academy. I hereby certify that the Academy is in compliance with the transparency requirements set forth above.

Signature, Academy Board President

Date

Submission:

Please submit the completed form by January 7, 2015, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org

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Form C3

Revised 6/19/2014
Page 2 of 2
Application and Enrollment Information Form

2015-2016

Name of Academy: ___________________________________________________________

Academy Contact Person:
Name ___________________________________ Phone ___________________________
Title ___________________________________ Email ____________________________

Maximum enrollment as adopted annually by the Academy Board
Total Students: ____________________________

Re-enrollment Period
Beginning Date: ___________________________ Ending Date: ______________________
Open Enrollment Period
Beginning Date: ___________________________ Ending Date: ______________________

Legal/Public Notice
Newspaper: ______________________________ Name of local newspaper of general circulation

Random Selection Drawing
Third Party Administrator: __________________________ Date: ______________________
Time: ______________________ Place: ______________________

Does the board have a Sibling Preference Policy? YES □ NO □

Have the Random Selection Drawing Procedures changed since last year? YES □ NO □ If yes, please attach and submit with this form

Submission:
Please submit the completed form by January 28, 2015, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org

Form C4 Revised 6/3/2014

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# Application and Enrollment Results Form

## 2015-2016

### Name of Academy: [ ]

<table>
<thead>
<tr>
<th>Grade</th>
<th>(A) Maximum Enrollment</th>
<th>(B) Re-Enrolling Students</th>
<th>(C) New Applicants</th>
<th>(D) Positive Number = RSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 4</td>
<td></td>
<td></td>
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<tr>
<td>Grade 5</td>
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<tr>
<td>Grade 6</td>
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<tr>
<td>Grade 7</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 8</td>
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<td></td>
<td></td>
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<td>Grade 9</td>
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<td>Grade 10</td>
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<td>Grade 11</td>
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<td>Grade 12</td>
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<td>TOTAL</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

### Charter Contract Total: [ ]

### Total Waiting List: [ ]

(A) Set by the Academy. If the number exceeds the maximum enrollment noted in the Charter Contract, a Contract Amendment is required.

(B) The number of students returning to the Academy for the 2015-2016 academic year. Students in preschool or pre-K programs may not be re-enrolled; they are to be considered "New Applicants."

(C) The number of new applicants attending the Academy in 2015-2016. If a grade addition has been requested, applications may not be accepted until final approval has been received.

(D) A random selection drawing is necessary for each grade that has more new applicants (C) and reenrolling students (B) than available spaces (A).

### Name of Individual Completing this Form: [ ]

### Title: [ ]

### Date: [ ]

### Submission:

Please submit the completed form within five (5) business days after the close of open enrollment and/or prior to the Academy's Random Selection Drawing. Submit to the Center via AOIS - Document Submission Tool “DST”, per the Master Calendar of Reporting Requirements. A Corresponding due date will be added to AOIS.

For more information, please contact:

The Governor John Engler Center for Charter Schools at Central Michigan University
(989) 774-2100
www.TheCenterForCharters.org

*Form C5*
Preliminary Head Count Form – Supplemental Count Day

2014-2015

Name of Academy: ____________________________________________

BOX A _______ Report the total number of pupils in attendance on Wednesday, February 11, 2015.

BOX B _______ Report the total number of pupils enrolled on Wednesday, February 11, 2015.

Note: The number reported in Box B should include the number reported in Box A.

Certification:
I hereby certify the information contained on this form is true to the best of my knowledge.

Signature ____________________________________________ Date __________

Print Name ____________________________________________ Title

Submission:
Please submit the completed form by February 13, 2015, to the Center via AOIS - Document Submission Tool (“DST”), per the Master Calendar of Reporting Requirements.

For more information, please contact:
The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org

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