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MASTER CALENDAR OF  
REPORTING  
REQUIREMENTS | 2014-15  
SUBMISSION FORMS

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## 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.

September			September/October		
Date	Start Time	End Time	Date	Start Time	End Time
Monday, 9/8/14			Wednesday, 9/24/14		
Tuesday, 9/9/14			Thursday, 9/25/14		
Wednesday, 9/10/14			Friday, 9/26/14		
Thursday, 9/11/14			Monday, 9/29/14		
Friday, 9/12/14			Tuesday, 9/30/14		
Monday, 9/15/14			Wednesday, 10/1/14		
Tuesday, 9/16/14			Thursday, 10/2/14		
Wednesday, 9/17/14			Friday, 10/3/14		
Thursday, 9/18/14			Monday, 10/6/14		
Friday, 9/19/14			Tuesday, 10/7/14		
Monday, 9/22/14			Wednesday, 10/8/14		
Tuesday, 9/23/14			Thursday, 10/9/14		

\_\_\_\_\_  
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 **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](http://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:

Grade 2*	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8

\*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](http://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.

April		
Date	Start Time	End Time
Monday, 4/20/15		
Tuesday, 4/21/15		
Wednesday, 4/22/15		
Thursday, 4/23/15		
Friday, 4/24/15		
Monday, 4/27/15		
Tuesday, 4/28/15		
Wednesday, 4/29/15		
Thursday, 4/30/15		

May		
Date	Start Time	End Time
Friday, 5/1/15		
Monday, 5/4/15		
Tuesday, 5/5/15		
Wednesday, 5/6/15		

May		
Date	Start Time	End Time
Thursday, 5/7/15		
Friday, 5/8/15		
Monday, 5/11/15		
Tuesday, 5/12/15		
Wednesday, 5/13/15		
Thursday, 5/14/15		
Friday, 5/15/15		
Monday, 5/18/15		
Tuesday, 5/19/15		
Wednesday, 5/20/15		
Thursday, 5/21/15		
Friday, 5/22/15		
Monday, 5/25/15		
Tuesday, 5/26/15		
Wednesday, 5/27/15		
Thursday, 5/28/15		

\_\_\_\_\_  
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 **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

## 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 11<sup>th</sup> 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.***

	Grade	English	Mathematics	Reading	Science	Composite
<b>SAMPLE</b>	<b>11<sup>th</sup></b>	<b>17.5</b>	<b>18.4</b>	<b>17.3</b>	<b>18.2</b>	<b>17.9</b>
<b>Average Scores</b>	<b>11<sup>th</sup></b>					
<b>Number of Students:</b>						

Name

Title

Date

### 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](http://www.TheCenterForCharters.org)

## EXPLORE® and PLAN® Schedule and Enrollment Form

**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 academies, and ensure consistent administration of the tests. The required enrollment information will be used to monitor testing participation.

☐ **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

February		
Date	Non-Test/Student Information Times (Initial & Make-up)	Assessment Times (Initial & Make-up)
Monday, 2/16/15		Not Available for Testing
Tuesday, 2/17/15		
Wednesday, 2/18/15		
Thursday, 2/19/15		
Friday, 2/20/15		
Monday, 2/23/15		
Tuesday, 2/24/15		
Wednesday, 2/25/15		
Thursday, 2/26/15		
Friday, 2/27/15		

March		
Date	Non-Test/Student Information Times (Initial & Make-up)	Assessment Times (Initial & Make-up)
Monday, 3/2/15		Not Available for Testing
Tuesday, 3/3/15		
Wednesday, 3/4/15		
Thursday, 3/5/15		
Friday, 3/6/15		
Monday, 3/9/15		
Tuesday, 3/10/15		
Wednesday, 3/11/15		
Thursday, 3/12/15		
Friday, 3/13/15		
Monday, 3/16/15		
Tuesday, 3/17/15		
Wednesday, 3/18/15		
Thursday, 3/19/15		
Friday, 3/20/15		

Please enter the enrollment for each grade:

Grade 9		Grade 10	
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Name (typed)	Title	Date
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**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](http://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:**

Grade 9		Grade 10	
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**Please include the number of accommodated testing supplies that will be needed at the Academy:**

Product	EXPLORE Quantity	PLAN Quantity
	9th Grade	10th Grade
Large Print Test Booklet		
Reader's Script		
Braille Test Booklet		
Audio CD		

\_\_\_\_\_  
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  
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## 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?

Grade K	Grade 1	Grade 9	Grade 10	Grade 11	Grade 12

### 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?

Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12

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 , 8S^5ag` f 6Sk

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](http://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](http://www.TheCenterForCharters.org)

# 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.*
- (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 subsection (4) for the most recent fiscal year for which it is available.*

## The State School Aid Act, 388.1618 Cont.

(iv) The bids required under section 5 of the public employee health benefits act, 2007 PA 106, MCL 124.75.

(d) The total salary and a description and cost of each fringe benefit included in the compensation package for the superintendent of the public school academy and for each employee of the public school academy whose salary exceeds \$100,000.

(e) *The annual amount spent on dues paid to associations.*

(f) *The annual amount spent on lobbying or lobbying services. As used in this subdivision, "lobbying" means that term as defined in section 5 of 1978 PA 472, MCL 4.415.*

(3) – N/A for PSAs.

(4) For the purpose of determining the reasonableness of expenditures and whether a violation of this article has occurred, all of the following apply:

(a) *The department shall require that each district ... have an audit of the district's ... financial and pupil accounting records conducted at least annually at the expense of the district ..., as applicable, by a certified public accountant or by the intermediate district superintendent, as may be required by the department ...*

(b) *If the public school academy operates in a single building with fewer than 700 full-time equated pupils, if the public school academy has stable membership, and if the error rate of the immediately preceding 2 pupil accounting field audits of the district is less than 2%, the public school academy may have a pupil accounting field audit conducted biennially but must continue to have desk audits for each pupil count. The auditor must document compliance with the audit cycle in the pupil auditing manual. As used in this subdivision, "stable membership" means that the district's membership for the current fiscal year varies from the district's membership for the immediately preceding fiscal year by less than 5%.*

(c) *A public school academy's annual financial audit shall include an analysis of the financial and pupil accounting data used as the basis for distribution of state school aid.*

(d) *The pupil and financial accounting records and reports, audits, and management letters are subject to requirements established in the auditing and accounting manuals approved and published by the department.*

(e) *All of the following shall be done not later than November 15 each year:*

(i) A public school academy shall file the annual financial audit reports with the intermediate district and the department.

(ii) N/A – only applies to ISDs.

(iii) N/A – only applies to ISD's.

(f) *The annual financial audit reports and pupil accounting procedures reports shall be available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.*

(g) *Not later than January 31 of each year, the department shall notify the state budget director and the legislative appropriations subcommittees responsible for review of the school aid budget of districts and intermediate districts that have not filed an annual financial audit and pupil accounting procedures report required under this section for the school year ending in the immediately preceding fiscal year.*

(5) By November 15 of each year, the Academy shall submit... annual comprehensive financial data consistent with accounting manuals and charts of accounts approved and published by the department... The department shall ensure that the prescribed Michigan public school accounting manual chart of accounts includes standard conventions to distinguish expenditures by allowable fund function and object. The functions shall include at minimum categories for instruction, pupil support, instructional staff support, general administration, school administration, business administration, transportation, facilities operation and maintenance, facilities acquisition, and debt service; and shall include object classifications of salary, benefits, including categories for active employee health expenditures, purchased services, supplies, capital outlay, and other. Districts shall report the required level of detail consistent with the manual as part of the comprehensive annual financial report.

(6) By September 30 of each year, the Academy shall file with the department the special education actual cost report, known as "SE-4096", on a form and in the manner prescribed by the department.

(7) By October 7 of each year, the Academy shall file the transportation expenditure report, known as "SE-4094", on a form and in the manner prescribed by the center.

(8) – N/A (specific to MDE – not PSAs).

(9) If a public school academy purchases property using money received under this article, the public school academy shall retain ownership of the property unless the public school academy sells the property at fair market value.

(10) If a public school academy does not comply with subsections (4), (5), (6), and (7), the department shall withhold all state school aid due to the district or intermediate district under this article, beginning with the next payment due to the district or intermediate district, until the district or intermediate district complies with subsections (4), (5), (6), and (7). If the district or intermediate district does not comply with subsections (4), (5), (6), and (7) by the end of the fiscal year, the district or intermediate district forfeits the amount withheld.

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

\_\_\_\_\_  
Print Name

### 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

## 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](http://www.TheCenterForCharters.org)

## Application and Enrollment Results Form

2015-2016

Name of Academy: \_\_\_\_\_

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

Total Waiting List: \_\_\_\_\_

Charter Contract Total: \_\_\_\_\_

(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](http://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](http://www.TheCenterForCharters.org)

———— THE GOVERNOR JOHN ENGLER ————  
**CENTER FOR CHARTER SCHOOLS**  
———— CENTRAL MICHIGAN UNIVERSITY ————

The Governor John Engler Center for Charter Schools  
Central Michigan University | Mount Pleasant, MI 48859  
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THAT FOSTERS ACADEMIC EXCELLENCE FOR ALL CHILDREN.”

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