



THE GOVERNOR JOHN ENGLER

**CENTER FOR  
CHARTER SCHOOLS**

CENTRAL MICHIGAN UNIVERSITY

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-26

**The Governor John Engler Center for Charter Schools at Central Michigan University** continues to work diligently to streamline the regulatory reporting process for schools. Simplifying the reporting process means schools have more time to devote to living their mission and preparing students academically for success in college, work and life.

**The Master Calendar of Reporting Requirements** is designed to help schools anticipate and plan the work to complete reporting requirements as efficiently as possible. The Calendar includes document and submission details for state, federal and University submission requirements. This document is available on our website at [TheCenterForCharters.org](https://TheCenterForCharters.org), which also includes forms and sample templates.

As your partner, we are committed to making the Calendar as helpful and user-friendly as possible. We value any feedback you may have on how we can simplify the regulatory process. Please contact either your school lead or Amy Van Atten-Densmore, the Center's director of school operations, for further clarification or assistance.

## CALENDAR CHANGES SUMMARY

The Calendar contains hyperlinks to resources, forms, and source information. We recommend you download this PDF of the Calendar to your computer to ensure you can utilize all of the hyperlinks. The Center has an online version of the Calendar available at [TheCenterForCharters.org](https://TheCenterForCharters.org). The online resources include forms, sample templates, and Calendar files for downloading directly into Microsoft Outlook and Google Calendar.

### NEW SUBMISSION ITEMS

**Annual Teacher Salary Website Posting** – Beginning in 2025-2026 and annually thereafter by November 1, each school will be required to certify via Epicenter that the following items are posted on the school's website:

1. The average salary for new teachers and the average salary for veteran teachers employed by the school or employed by an education management organization to the school, or, if there are fewer than five new teachers or five veteran teachers at the school, the average salary for all teachers employed by the school or employed by an educational management organization and assigned to the school.
2. The average salary for support staff employed by the school or employed by an education management organization and assigned to the school.

*Reference: Public Act 214 of 2024 to ensure your school is aware of the specific requirements.*

**Approved Water Filter Verification** – All schools are required to have approved filters on all consumptive fixtures by the end of the 2025-2026 school year.

*Reference: The Clean Drinking Water Access Act (Public Act 154 of 2023) and amendments to the Child Care Organizations Act (Public Act 116 of 1973), collectively also known as Filter First, to ensure your school is aware of the specific requirements.*

### REVISED SUBMISSION ITEMS

**School Administrator Verification Form** – The form's due date has changed and will be collected earlier in the school year. Additional fields were added to the form in an effort to align with state reporting requirements that will improve our oversight metrics. This will help us ensure schools are aware of, and in compliance with, applicable law.

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
June 30, 2025 – August 8, 2025	<b>Academic Performance Report Review and Feedback</b> Submit to: The Center – completed through an Epicenter task  Our office distributes a Center-generated Academic Performance Report for review and feedback by the school. If feedback is warranted or errors are identified, school personnel should submit Form A10 via Epicenter. If no changes are necessary or following the school's review and confirmation of revisions, schools will acknowledge completion by checking the certification box in Epicenter. If you have questions, please contact Dr. Chris White at (989) 774-2100 or <a href="mailto:cwhite@thecenterforcharters.org">cwhite@thecenterforcharters.org</a> .	2024-2025
August 1, 2025	<b>4<sup>th</sup> Quarter Financial Statements</b> Submit to: The Center via Epicenter ( <a href="#">Sample Template F1</a> )  The school is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the Quarterly Financial Statements) is required to align to the appropriate board-approved budget. The submission, for all funds, is required to include:  (1) Balance Sheet. (2) Statement of Revenues, Expenditures, and Changes in Fund Balance with object-level detail.	2024-2025
August 6, 2025	<b>Academy Roles Verification Application</b> Submit to: The Center – completed through an Epicenter task  Epicenter users should work with administrators and board corresponding agents to ensure the appropriate names and contact information are entered for the required roles. If you have questions, please contact Nichole Thrush at (989) 774-2100 or <a href="mailto:nthrush@thecenterforcharters.org">nthrush@thecenterforcharters.org</a> .	2025-2026
August 18, 2025	<b>Transparency Reporting Certification Form</b> ( <a href="#">MCL 388.1618</a> ; <a href="#">MCL 380.503(6)</a> ; <a href="#">MCL 29.19</a> )  Submit to: The Center via Epicenter ( <a href="#">Form C3</a> )  The Revised School Code and the State School Aid Act require all school districts, including public school academies, to adhere to specific mandated reporting items commonly referred to as “transparency” requirements. This submission is a mechanism to ensure the school is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the school's website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.	2025-2026
August 25, 2025	<b>REVISED ITEM: School Administrator Verification Form</b> Submit to: The Center via Epicenter ( <a href="#">Form C5</a> )  The submission is required to include all individuals who are considered “school administrators,” as defined by the Revised School Code, MCL 380.1246. This includes all individuals serving in the role of superintendent, principal, assistant principal, administrator of instruction programs, or chief business official. For more information, see MDE's website: <a href="https://www.michigan.gov/en/mde/Services/ed-serv">https://www.michigan.gov/en/mde/Services/ed-serv</a> .	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
TBD	<b>Annual Education Report Posting</b> <i>(MCL 380.1204a)</i> Submit to: The Center – completed through an Epicenter task Refer to: <a href="https://www.mischooldata.org/annual-education-report-2/">https://www.mischooldata.org/annual-education-report-2/</a>	2024-2025
September 1, 2025	<b>Rater Reliability Training Verification</b> <i>(MCL 380.1249 and MCL 380.1294a)</i> Submit to: The Center – completed through an Epicenter task The Revised School Code requires each individual conducting a teacher or school administrator evaluation to complete a rater reliability training by September 1, 2024, and every three years thereafter.	2025-2026
September 1, 2025	<b>Michigan Integrated Continuous Improvement Process</b> <i>(MCL 380.1277 and MDE-MICIP Information)</i> No submission to the Center is required Submit to: MDE Office of Field Services Refer to: <a href="https://www.michigan.gov/mde/services/school-performance-supports/micip/">https://www.michigan.gov/mde/services/school-performance-supports/micip/</a>	2025-2026
September 5, 2025	<b>Board Member Nomination and Application – for consideration at the November 21, 2025 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately The submission is required to include the <u>Board Member Application for Board Appointment</u> and a nominating resolution ( <u>Sample Resolution</u> )	2025-2026
September 10, 2025	<b>MAP Growth Schedule – Fall</b> Submit to: The Center via Epicenter ( <u>Form A1</u> )	2025-2026
September 18, 2025	<b>Annual Nonprofit Corporation Information Update</b> <i>(MCL 450.2911)</i> Submit to: Department of Licensing and Regulatory Affairs (LARA). The Center will conduct a review of LARA's website and confirm the submission was made. Refer to: <a href="https://www.michigan.gov/-/media/Project/Websites/lara/cscl/Folder6/BCS_CD_269_08-15.pdf">https://www.michigan.gov/-/media/Project/Websites/lara/cscl/Folder6/BCS_CD_269_08-15.pdf</a>	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
September 18, 2025	<b>AHERA Management Plan Approval Letter, Current 3-Year Asbestos Re-Inspection Report, and/or Exclusionary Document, if required</b> Submit to: The Center via Epicenter (Refer to: <a href="https://www.michigan.gov/leo/bureaus-agencies/miosha/divisions/construction-safety-and-health-division/asbestos-program/management-plans">https://www.michigan.gov/leo/bureaus-agencies/miosha/divisions/construction-safety-and-health-division/asbestos-program/management-plans</a> ) The submission is required to include an AHERA management plan approval letter, current 3-year asbestos re-inspection report along with a state-approved plan for each school site. If the school's building was built without asbestos-containing material, an exclusionary document from the school's architect or accredited building inspector must be submitted and approved by the state. If the Center has previously received the exclusionary document or if the Center has received a current 3-year inspection report, there will not be a due date added in Epicenter.	2025-2026
September 18, 2025	<b>University Board of Trustees Meeting</b> No submission to the Center is required	2025-2026
Dates Determined by the Center	<b>MAP Growth – Fall Assessment Window</b> No submission to the Center is required To view your school's fall assessment window dates, visit <a href="http://www.thecenterforcharters.org/assessmentwindows">www.thecenterforcharters.org/assessmentwindows</a> .	2025-2026
October 1, 2025	<b>General Education and Special Education Student Count Day</b> (MCL 388.1606) No submission to the Center is required	2025-2026
October 3, 2025	<b>Preliminary Head Count – Fall</b> Submit to: The Center – completed through an Epicenter task The submission is required to include the total number of students in attendance and the total number of students enrolled on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.	2025-2026
October 15, 2025	<b>Deadline for the Public Presentation of the Annual Education Report</b> (MCL 380.1204a) No submission to the Center is required	2024-2025
October 15, 2025	<b>Assessment Coordinator Verification – Fall</b> Submit to: The Center via Epicenter (Form A2)	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
October 31, 2025	<p><b>1<sup>st</sup> Quarter Financial Statements</b></p> <p>Submit to: The Center via Epicenter (<a href="#">Sample Template F1</a>)</p> <p>The school is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the Quarterly Financial Statements) is required to align to the appropriate board-approved budget. The submission, for all funds, is required to include:</p> <ul style="list-style-type: none"> <li>(1) Balance Sheet.</li> <li>(2) Statement of Revenues, Expenditures, and Changes in Fund Balance with object-level detail.</li> </ul>	2025-2026
November 1, 2025	<p><b>NEW ITEM: Annual Teacher Salary Website Posting</b></p> <p>(<a href="#">MCL 380.506</a>)</p> <p>Submit to: The Center – completed through an Epicenter task</p> <p>Refer to page two of this document for more information.</p>	2025-2026
November 1, 2025	<p><b>Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter, and any other audit letters</b></p> <p>(<a href="#">MCL 388.1618</a>)</p> <p>Submit to: The Center via Epicenter and MDE</p> <p>The school board is required to demonstrate a general understanding of its Audited Financial Statements and related letters prior to submission. To satisfy this item, the school board shall:</p> <ul style="list-style-type: none"> <li>(1) Receive a presentation by the auditor.</li> <li>(2) Discuss the results of the audit as documented in the board minutes; or</li> <li>(3) Take board action to “approve,” “accept,” “place into public record,” etc.</li> </ul>	2024-2025
November 1, 2025	<p><b>Board-Approved Response to Any/All Material Weaknesses, as identified by the auditor, if required</b></p> <p>Submit to: The Center via Epicenter – response may be included within the audited financial statements</p> <p>The board-approved response should address any/all material weaknesses contained within the audit submission, as outlined in the item above, and may be reported within the school's audited financial statements. No additional submission is required by the school if a material weakness was not identified by the auditor.</p>	2024-2025
November 1, 2025	<p><b>Financial Information Database Data Files</b></p> <p>(<a href="#">MCL 388.1618</a>)</p> <p>No submission to the Center is required</p> <p>Submit to: Center for Educational Performance and Information (CEPI)</p>	2024-2025

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
November 1, 2025	<b>Immunization Records Report</b> <i>(MCL 380.1177)</i> No submission to the Center is required Submit to: Local Health Department The school is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the school's state school aid allocation may be assessed if the school's immunization rate is not at or above 90% as of November 1, 2025 and 95% as of February 1, 2026.	2025-2026
November 12, 2025	<b>MAP Growth Winter Assessment Window Choice</b> Submit to: The Center – completed through an Epicenter task	2025-2026
November 14, 2025	<b>Board Member Nomination and Application – for consideration at the February 12, 2026 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately The submission is required to include the <u>Board Member Application for Board Appointment</u> and a nominating resolution ( <u>Sample Resolution</u> ).	2025-2026
November 21, 2025	<b>University Board of Trustees Meeting</b> No submission to the Center is required	2025-2026
December 31, 2025	<b>Online Qualifying Statement</b> <i>(MCL 141.2303)</i> No submission to the Center is required Submit to: Michigan Department of Treasury Municipalities subject to the Revised Municipal Finance Act (PA 34 of 2001), including public school academies, are required to annually submit a qualifying statement electronically using the Michigan Department of Treasury's website: <a href="https://www.michigan.gov/en/treasury/local/online-filing">https://www.michigan.gov/en/treasury/local/online-filing</a> .	2025-2026
Dates Determined by the School	<b>MAP Growth – Winter Assessment Window (Optional)</b> No submission to the Center is required To view your school's winter assessment window dates, visit <a href="https://www.thecenterforcharters.org/assessmentwindows">https://www.thecenterforcharters.org/assessmentwindows</a> .	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
January 14, 2026	<p><b>Application and Enrollment Information</b></p> <p>Submit to: The Center – completed through an Epicenter task</p> <p>Upon receipt of the school's information, specific due dates will be added as follows:</p> <p><b>Legal Notice</b> – Five business days following the first day of open enrollment. The submission is required to include: the school's Legal Notice, Advertisement, or Affidavit of Publication. At a minimum, the legal notice (or advertisement) must include: (1) The process and/or location(s) for requesting and submitting applications; (2) The beginning date and end date of the application period; and (3) The date, time, and place the random selection drawing(s) will be held, if needed.</p> <p><b>Application and Enrollment Results Form</b> – Five business days after the close of open enrollment and/or prior to the school's Random Selection Drawing. The submission is required to include the school's completed Application and Enrollment Results Form (Form C4).</p>	2026-2027
January 23, 2026	<p><b>Board Member Nomination and Application – for consideration at the April 23, 2026 University Board of Trustees meeting</b></p> <p>Submit to: The Center – specific submission information provided separately</p> <p>The submission is required to include the <u>Board Member Application for Board Appointment</u> and a nominating resolution (<u>Sample Resolution</u>).</p>	2025-2026
January 30, 2026	<p><b>2<sup>nd</sup> Quarter Financial Statements</b></p> <p>Submit to: The Center via Epicenter (<u>Sample Template F1</u>)</p> <p>The school is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the Quarterly Financial Statements) is required to align to the appropriate board-approved budget. The submission, for all funds, is required to include:</p> <p>(1) Balance Sheet.</p> <p>(2) Statement of Revenues, Expenditures, and Changes in Fund Balance with object-level detail.</p>	2025-2026
February 1, 2026	<p><b>Immunization Records Report</b></p> <p>(<u>MCL 380.1177</u>)</p> <p>No submission to the Center is required</p> <p>Submit to: Local Health Department</p> <p>The school is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the school's state school aid allocation may be assessed if the school's immunization rate is not at or above 90% as of November 1, 2025 and 95% as of February 1, 2026.</p>	2025-2026



# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
February 6, 2026	<b>Academy Roles Verification Application</b> Submit to: The Center – completed through an Epicenter task  Epicenter users should work with administrators and board corresponding agents to ensure the appropriate names and contact information is entered for the required roles. If you have specific questions, please contact Nichole Thrush at (989) 774-2100 or <a href="mailto:nthrush@thecenterforcharters.org">nthrush@thecenterforcharters.org</a> .	2025-2026
February 11, 2026	<b>General Education and Special Education Student Supplemental Count Day</b> <i>(MCL 388.1606a)</i>  No submission to the Center is required	2025-2026
February 12, 2026	<b>University Board of Trustees Meeting</b> No submission to the Center is required	2025-2026
February 13, 2026	<b>Preliminary Head Count – Supplemental Count</b> Submit to: The Center – completed through an Epicenter task  The submission is required to include the total number of students in attendance and the total number of students enrolled on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.	2025-2026
February 19, 2026	<b>Board-Approved Contract Amendment Request Resolution and Questionnaire</b> Submit to: The Center via Epicenter ( <a href="#">Contract Amendment Resolution and Contract Amendment Questionnaire</a> )	2026-2027
March 18, 2026	<b>Transparency Reporting Certification Form</b> <i>(MCL 388.1618; MCL 380.503(6); MCL 29.19)</i>  Submit to: The Center via Epicenter ( <a href="#">Form C3</a> )  The Revised School Code and the State School Aid Act require all school districts, including public school academies, to adhere to specific mandated reporting items commonly referred to as “transparency” requirements. This submission is a mechanism to ensure the school is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the school's website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
March 26, 2026 or April 9, 2026	<b>ACT WorkKeys (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required	2025-2026
March 27, 2026	<b>Board Member Nomination and Application – for consideration at the June 25, 2026 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately  The submission is required to include the <a href="#">Board Member Application for Board Appointment</a> and a nominating resolution ( <a href="#">Sample Resolution</a> ).	2025-2026
April 6, 2026 – April 24, 2026	<b>College Entrance SAT with Essay (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required	2025-2026
April 6, 2026 – April 24, 2026	<b>PSAT (Grade 8, 9, and 10)</b> No submission to the Center is required	2025-2026
April 6, 2026 – May 15, 2026	<b>Michigan Student Test of Educational Progress (M-STEP) – Assessment Window (Grades 3 through 8, 11)</b> <i>(Act 38 of 1970)</i> No submission to the Center is required	2025-2026
April 22, 2026	<b>MAP Growth Schedule – Spring</b> Submit to: The Center via Epicenter ( <a href="#">Form A3</a> )	2025-2026
April 23, 2026	<b>ACT WorkKeys Make-Up (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required	2025-2026
April 23, 2026	<b>University Board of Trustees Meeting</b> No submission to the Center is required	2025-2026
Dates Determined by the Center	<b>MAP Growth – Spring Assessment Window</b> No submission to the Center is required  To view your school's spring assessment window dates, visit <a href="http://www.thecenterforcharters.org/assessmentwindows">www.thecenterforcharters.org/assessmentwindows</a> .	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
May 1, 2026	<b>3<sup>rd</sup> Quarter Financial Statements</b> Submit to: The Center via Epicenter ( <a href="#">Sample Template F1</a> )  The school is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the Quarterly Financial Statements) is required to align to the appropriate board-approved budget. The submission, for all funds, is required to include: (1) Balance Sheet. (2) Statement of Revenues, Expenditures, and Changes in Fund Balance with object-level detail.	2025-2026
May 1, 2026	<b>Board-Approved Annual Calendar of Regularly Scheduled Board Meetings</b> <a href="#">(MCL 15.265)</a> Submit to: The Center via Epicenter ( <a href="#">Sample Template C1</a> or <a href="#">C2</a> )  The submission is required to include one meeting date to be designated as the board's Annual Meeting.	2026-2027
May 1, 2026	<b>Board-Approved School Calendar/School Day Schedule</b> <a href="#">(MCL 380.1284a)</a> Submit to: The Center via Epicenter	2026-2027
May 15, 2026	<b>MAP Growth Optional Student Assessments Form</b> Submit to: The Center via Epicenter ( <a href="#">Form A4</a> )	2026-2027
May 27, 2026	<b>Assessment Coordinator Verification – Spring</b> Submit to: The Center via Epicenter ( <a href="#">Form A2</a> )	2025-2026
June 25, 2026	<b>Annual Expulsion Report and Website Report on Criminal Incidents</b> Submit to: The Center – completed through an Epicenter task	2025-2026
June 25, 2026	<b>University Board of Trustees Meeting</b> No submission to the Center is required	2025-2026
June 26, 2026	<b>Board Member Nomination and Application – for consideration at the September 24, 2026 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately  The submission is required to include the <a href="#">Board Member Application for Board Appointment</a> and a nominating resolution ( <a href="#">Sample Resolution</a> ).	2025-2026

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2025-2026

Due Date	Document Submission	School Year
June 29, 2026 – August 7, 2026	<p><b>Academic Performance Report Review and Feedback</b></p> <p>Submit to: The Center – completed through an Epicenter task</p> <p>Our office distributes a Center-generated Academic Performance Report for review and feedback by the school. If feedback is warranted or errors are identified, school personnel should submit Form A10 via Epicenter. If no changes are necessary or following the school's review and confirmation of revisions, schools will acknowledge completion by checking the certification box in Epicenter. If you have questions, please contact Dr. Chris White at (989) 774-2100 or <a href="mailto:cwhite@thecenterforcharters.org">cwhite@thecenterforcharters.org</a>.</p>	2025-2026
June 30, 2026	<p><b>Board-Approved Annual Operating Budget – General Fund and Special Revenue Funds</b> (Public Act 2 of 1968)</p> <p>Submit to: The Center via Epicenter (<a href="#">Sample Template F2</a>)</p> <p>This submission requires:</p> <p>(1) Board-approved <a href="#">General Appropriations Resolution (GAR)</a> at the functional level.</p> <p>(2) Budget Detail, at the object-level, in a three-column format that includes: (a) Last Year Actual (FY 2024-2025 Audited Financial Statements); (b) Current Year Projection (most recent FY 2025-2026 Board-approved amended budget); and (c) Proposed Budget (FY2026-2027). Additional resources in the Center's Budget Requirement Guide at <a href="https://www.thecenterforcharters.org/fiscal">https://www.thecenterforcharters.org/fiscal</a>.</p>	2026-2027
June 30, 2026	<p><b>NEW ITEM: Approved Water Filter Verification</b></p> <p>Submit to: The Center – completed through an Epicenter task</p> <p>Refer to page two of this document for more information.</p>	2025-2026

## ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

Due Date	Center Document Submission
As Requested	<p><b>Conflict of Interest Disclosure (CID)</b></p> <p>The Center will send a CID to each individual board member for completion and submission based on the board member's appointment date. The CID is available at: <a href="https://www.thecenterforcharters.org/wp-content/uploads/2020/11/CID-Fillable.pdf">https://www.thecenterforcharters.org/wp-content/uploads/2020/11/CID-Fillable.pdf</a>.</p> <p>Submit to: The Center via Epicenter</p> <p><b>Reauthorization Materials</b></p> <p>Submit to: The Center – specific submission information provided separately</p>
Prior to Occupancy	<p><b>Certificate(s) of Use and Occupancy</b></p> <p>Submit to: The Center – specific submission information provided separately</p>
Upon Posting/Notice	<p><b>School Board Special Meeting Notice</b></p> <p>The school is required to provide a copy of the notice when it is posted at the school.</p> <p>Submit to: The Center via Epicenter</p>
Upon School Board Action	<p><b>Long-Term Financing</b></p> <p>Upon school board action to pursue long-term financing, the school is required to provide written notice of the school board's long-term financing plan.</p> <ul style="list-style-type: none"> <li>• <b>At least 30 days prior to closing</b>, the school is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable).</li> </ul> <p>Submit to: The Center – specific submission information provided separately</p> <p><b>Short-Term Financing</b></p> <ul style="list-style-type: none"> <li>• <b>Michigan Finance Authority Borrowings (MFA)</b> – Prior to closing, the school is required to request an Authorizer's Letter from the Center which must then be submitted by the school to the MFA with its application. After closing, the school is required to submit a copy of the MFA financing transcript.</li> <li>• <b>Non-MFA Borrowings</b> – At least 15 days prior to closing, the school is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable.</li> </ul> <p>Submit to: The Center – specific submission information provided separately</p>
Annually Upon Renewal	<p><b>The School and Educational Service Provider (ESP) Insurance Certificates</b></p> <p>Required to be submitted annually upon renewal.</p> <p>Submit to: The Center – specific submission information provided separately</p>

## ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

Due Date	Center Document Submission
30 Calendar Days	<p><b>Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion, and ESP Information Sheet</b></p> <p>Required to be submitted at least 30 days prior to execution or, as requested by the Center, refer to the <a href="#">Center's ESP Policies</a>.</p> <p>Submit to: The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Matriculation Agreement(s)</b></p> <p>Required to be submitted 30 days prior to execution.</p> <p>Submit to: The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Facility Lease Agreement(s) (including amendments)</b></p> <p>Required to be submitted at least 30 days prior to renewal or execution.</p> <p>Submit to: The Center – specific submission information provided separately</p>
30 Calendar Days	<p><b>School's Insurance Policies</b></p> <p>The school is required to submit the following insurance policies (including all forms and endorsements) within 30 days of annual renewal:</p> <ul style="list-style-type: none"> <li>• General Liability</li> <li>• Automobile</li> <li>• Liability</li> <li>• Workers' Compensation</li> <li>• Property</li> <li>• Errors &amp; Omissions including Directors &amp; Officers and School Leaders Errors &amp; Omissions</li> <li>• Employment Practices Liability</li> <li>• Employee Dishonesty</li> <li>• Sexual Molestation &amp; Abuse Coverage and Corporal Punishment Coverage</li> <li>• Umbrella/Excess Liability Policies</li> </ul> <p>Submit to: The Center – specific submission information provided separately</p>
10 Business Days	<p><b>Amended Budget for the General Fund and Special Revenue Fund(s)</b></p> <p>This submission is due within 10 business days after school board approval and requires:</p> <ul style="list-style-type: none"> <li>• Board-approved <a href="#">General Appropriations Resolution</a> (GAR) at the functional level.</li> <li>• Budget Detail, at the object-level, in a two-column format comparing the school board's prior board-approved budget to the current amended budget. Additional resources in Center's Budget Requirement Guide at <a href="https://www.thecenterforcharters.org/fiscal">https://www.thecenterforcharters.org/fiscal</a>.</li> </ul> <p>Submit to: The Center via Epicenter (<a href="#">Sample Template F4</a>)</p> <p><b>Board-Approved Waiver Request(s) and Response(s), if applicable</b></p> <p>The school is required to submit any federal, state, or ISD/RESA waiver (including the granting agency's approval documentation) requesting an extension, an exemption, and/or relief from any applicable law or reporting requirement (e.g., seat time waiver, etc.).</p> <p>Submit to: The Center via Epicenter</p>

ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

Due Date	Center Document Submission
8 Business Days	<p><b>Proposed Board Meeting Minutes of Regular, Special or Emergency Board Meetings (including all resolutions)</b></p> <p>This submission is due within eight business days after the regular, special, or emergency board meeting is held.</p> <p>Submit to: The Center via Epicenter</p>
5 Business Days	<p><b>Litigation and Formal Proceedings</b></p> <p>The school is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the school within five business days upon notification.</p> <p>Submit to: The Center – specific submission information provided separately</p> <p><b>Board-Approved Meeting Minutes</b></p> <p>The board-approved minutes are required to be submitted within five business days after a regular, special, or emergency meeting wherein minutes are approved.</p> <p>Submit to: The Center via Epicenter</p> <p><b>Board-Approved Changes to the Annual Calendar of Regularly Scheduled Meetings</b></p> <p>Any board-approved changes to the Board Calendar are required to be submitted within five business days after board approval.</p> <p>Submit to: The Center via Epicenter</p> <p><b>Application and Enrollment Results Form</b></p> <p>The school is required to submit a completed Application and Enrollment Results Form within five business days after the close of open enrollment and/or prior to the School's Random Selection Drawing.</p> <p>Submit to: The Center via Epicenter (<a href="#">Form C4</a>)</p>