

Charter School Calendar of Submissions, 2016-2017 Academic Year

Due Date	Report/ Submission Name	Submit To	Copy To
July 1 st	Final Adopted LCAP	Matt Duffy	Linda Delgado
July 1 st	Preliminary Budget	SeungJa Cha (SCha@wccusd.net)	Linda Delgado Jackie Kim
July 1 st	School Contact Information	Linda Delgado	
July 29 th	<ul style="list-style-type: none"> Dates, place, and times of all 2016-17 Board meetings Current list of all certificated staff with credential type and number 	Linda Delgado	
August 1 st	Charter Enrollment (Please include student first and last name, SSID, DOB and address)	Kim Chamberlain	Linda Delgado
August 15 th	CALPADs Data Files (previous year)	SeungJa Cha	Marc-Cedric Latreille (MLatreille@wccusd.net) Kim Chamberlain Jackie Kim
August 31 st	Charter Ins and Outs Report	Jackie Kim	Linda Delgado Kim Chamberlain SeungJa Cha
September 1 st	Programmatic Audit	Linda Delgado	
September 15 th	Final Unaudited Actuals	SeungJa Cha	Jackie Kim
September 30 th	Charter Ins and Outs Report	Jackie Kim	Linda Delgado Kim Chamberlain Jackie Kim
October 31 st	EL Master Plan	Linda Delgado	
October 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim
November 1 st	Proposition 39 Applications Due	Lisa LeBlanc	Linda Delgado
November 30 th	First Period Interim Financial Report	SeungJa Cha	Jackie Kim
November 30 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim SeungJa Cha
December 2 nd	Fall CALPADs Data Files: Certification (tentative dates)	Kim Chamberlain	SeungJa Cha Marc-Cedric Latreille
December 15 th	First Interim Financial Reports	SeungJa Cha	Jackie Kim
December 15 th	Audit Reports	SeungJa Cha	Jackie Kim
December 30 th	P1 Attendance ending the full school	Kim Chamberlain	Julie Yamashita

	month. NOTE: LCAP and LCFF require that Districts report enrollment status for all students. Please submit an excel spreadsheet listing students (full name, DOB, street address and gender) who either left or enrolled in your school after the academic year start date.		SeungJa Cha Jackie Kim
December 30 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim
January 2 nd	Charter Schools that have submitted a Proposition 39 request must respond to any objections.	Lisa LeBlanc	Linda Delgado
January 27 th	CALPADs Data Files: Final certification by 1 st week in February (tentative)	Kim Chamberlain	Marc-Cedric Latreille SeungJa Cha
January 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim
February 28 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim
March 1 st	Charter Schools that have submitted Prop 39 requests must respond in writing to the District's preliminary proposal expressing any concerns, addressing differences between the preliminary proposal and the charter school's facilities request, and or make a counter proposal.	Lisa LeBlanc	Matt Duffy Linda Delgado
March 15 th	Second Period Interim Financial Report	SeungJa Cha	Jackie Kim
March 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim
April 1 st	Prop 39 final offers should be received.	N/A	
April 15 th	P2 Attendance ending the full school month on or before April 15 th	Kim Chamberlain	Julie Yamashita
April 28 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha

			Jackie Kim
May 1 st	Instructional Calendar for following school year.	Linda Delgado	
May 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado
June 1 st	<ul style="list-style-type: none"> • Board Name, roles and contact information for upcoming year. • Board meeting calendar, time and locations. • Projected enrollment for upcoming year. 	Linda Delgado	
June 30 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado SeungJa Cha Jackie Kim