



# State Charter School Board Annual Review FAQ:

## **What is an Annual Review?**

The Annual Review is a list of governance indicators schools assure to annually. The assurances cover indicators in the areas of school achievement, enrollment, finance, and governance. Annually assurances are completed by school directors and certified by governing board chairs annually in UCAP (Utah Charter Access Point).

## **Why is the State Charter School Board conducting an Annual Review?**

According to UCA §53G-5-202(1)(b), the State Charter School Board (SCSB) is to “annually review and evaluate the performance of charter schools...and hold the schools accountable for their performance”.

## **What can a charter school governing board expect from an Annual Review?**

When the annual assurances become available (May 15 – June 30), both charter directors and charter governing board chairs will receive an email notification that the assurances are open. The charter director will log on to UCAP and complete the assurances. Charter directors can also upload documentation to UCAP supporting the assurances. After the charter director completes the assurances, the board chair will be notified to certify the assurances.

## **What can a charter school administration expect from an Annual Review?**

When the annual assurances become available (May 15 – June 30), both charter directors and charter governing board chairs will receive an email notification that the assurances are open. The charter director will log on to UCAP and complete the assurances. Charter directors can also upload documentation to UCAP supporting the assurances. After the charter director completes the assurances, the board chair will be notified to certify the assurances.

## **Where can I submit supporting documentation for each assurance?**

Supporting documentation can be uploaded directly into UCAP.

## **When will the Annual Review assurances be accessible?**

Annual assurances will be available annually from May 1st – May 30<sup>th</sup>.

## **How is our school held accountable to the assurances?**

The SCSB Oversight and Compliance Coordinator or designee will annually review the assurances for each authorized LEA. The SCSB Oversight and Compliance Coordinator or designee will look for any indicator not assured and will contact the charter director and governing board chair to seek further understanding. During the schools comprehensive governing board review SCSB staff will seek supporting documentation ensure the validity of the annual assurances.

## **What happens if we decided not to assure one or more of the indicators?**

If a charter director or governing board chair does not assure on or more of the indicators in the annual assurances, SCSB Oversight and Compliance Coordinator or designee will contact the charter director and governing board chair to seek further understanding.

## **Will the Annual Review lead to formal action taken by the State Charter School Board?**

No, not necessarily. If an indicator is not assured, SCSB Oversight and Compliance Coordinator or designee will contact the charter director and governing board chair to seek understanding of the situation. The charter director and governing board chair then work with SCSB staff to remedy the situation and to bring the school back into compliance. if SCSB staff requests for corrective action are ignored, SCSB staff may recommend that the charter school governing board to be brought before the SCSB for consideration of further corrective action.

## **If I have further questions who can I contact?**

If you have further questions regarding the Annual Review you may contact the SCSB Charter School Support Specialist who will promptly answer your questions.

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