

Reporting Requirements Manual for SPCSA Schools: 2020- 2021

Introduction

This manual lists and describes most, but not necessarily all, Nevada charter school reporting requirements. For complete reporting requirements, please refer to the Nevada Revised Statutes (NRS) Chapters 385-395, 399, and related Chapters 63, 288, 332, 354, and Sections 49.290, 49.291, 218E.600 to 218E.625, inclusive, and 236.015. Also, see the Nevada Administrative Code (NAC) Chapters 385-395. Charter Schools are responsible for reading the applicable NRS and/or NAC for each report so that they know all details regarding each report.

Due dates for requirements listed in this manual can be found on the State Public Charter School Authority's website at the [Reporting Calendar](#)

The State Public Charter School Authority utilizes Epicenter for reporting requirement submissions. Epicenter is a web-based software system that assists in organizing and automating document submissions. The "submission" column of the reporting requirements specifications identifies to which entity the document must be submitted. If "Epicenter Certification of Completion" is stated in the "Submission" column, provide the actual report to the Nevada Department of Education, Legislative Council Bureau, or Governor only, as applicable. Do not submit the actual report to Epicenter. Instead, the lead administrator must complete and provide the automated Epicenter Certification of Completion attesting that the charter school complies with the required report or document for the current school year, as outlined in Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), as applicable.

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Reporting Requirement Glossary of Terms

- 1. Epicenter**
 - The State Public Charter School Authority's (SPCSA) document management center, used to collect mandated reports from its sponsored charter schools.
- 2. Certificate of Completion**
 - Check the " I certify that this requirement has been completed" checkbox.
- 3. Nevada Legislative Council Bureau (LCB)**
 - The LCB is a nonpartisan entity that furnishes legal advice, fiscal information, and background research to members of the Nevada Legislature. Certain charter school reports are required to be sent to the LCB in addition to uploading to Epicenter.
- 4. Nevada Department of Education (NDE)**
 - The NDE is the statewide education agency (SEA). The NDE is the sponsor of the SPCSA. Certain reports must be submitted to the NDE in addition to uploading into Epicenter.
- 5. Bighorn**
 - Bighorn is a website portal managed by the NDE. Bighorn includes a secure file transfer application (for transferring data that contains sensitive student data), and serves as a springboard for other NDE applications like DVSL and EDSA (see below).
- 6. Data Validation Sign-Off and Lock (DVSL) Tool**
 - The DVSL is a software application managed by the NDE that allows districts and charter schools to view, edit, and validate different types of data such as student assessment results, demographics, and graduation rates.
- 7. Enhanced Data Submission Application (EDSA)**
 - The EDSA is a software application managed by the NDE that allows districts and charter schools to submit and review data for the annual Nevada Report Card.
- 8. Nevada Report Card, sometimes referred to as Annual Report Card (ARC)**
 - The Nevada Report Card is an annual report prepared by the NDE required by statute. It displays—at state, district, and charter school levels—various items such as average daily student attendance, average class sizes, technology information, etc.
- 9. Nevada School Performance Framework (NSPF)**
 - The NSPF is the Nevada school accountability (rating) system required under federal law. In the NSPF, each public school is issued an annual star rating based on performance in various measures over the prior school year.
- 10. EDFacts**
 - EDFacts is a U.S. Department of Education initiative that collects, analyzes, and promotes the use of high-quality, pre-kindergarten through grade 12 data. The NDE collects data for EDFacts from districts and charter schools.
- 11. Online Portal for Application and Licensure (OPAL)**
 - Web based educational licensure application and renewal system operated by NDE. OPAL houses educator's licensure information and related data.
- 12. Civil Rights Data Collection (CRDC)**
 - The CRDC is a biennial (i.e., every other school year) survey required by the U.S. Department of Education's Office for Civil Rights (OCR). The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunity at the early childhood through grade 12 levels. The NDE manages CRDC data collections

Charter Authorizing

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Board Member Update Certification Authorizing Team	Epicenter	No Form Provided	<p>Submit documents into Board Center. This is the source the SPCSA will turn to when staff need to know who is on your school's board and who the officers are, so it's vital that you keep this information up to date. Please revise or replace the board roster in Board Center whenever the composition of your board changes or any of the board information below (see a-g) changes, within ten working days of the change. This will fulfill your obligation under NRS to inform us of board changes within ten working days of the change. Provide the following information under the following headings for each board member:</p> <p>(a) Name (b) Officer? (yes or no) If yes, which office? (c) Nevada county of residence or non-Nevada state of residence (d) Month and the year began serving on the board (e) How many terms served on the board, including current term? (f) The membership category of the member, if applicable. (g) The member's phone number, full postal mailing address, and email.</p> <p>Categories are an educator (2 positions); parent of a pupil enrolled in the school; accounting knowledge/experience, financial services knowledge/experience, law knowledge/experience, human resources knowledge/experience (2 positions); and</p>
Average Daily Enrollment Report Authorizing	Bighorn, NDE, Epicenter (school calendar/enrollment folder)	NDE ADE Summary Report Template	Submit the quarterly average daily enrollment reports into Epicenter and Bighorn.
EMO Revenue Expenditure Report Authorizing Team	On File at School, Schools Governing Body, Epicenter Certification of Completion (EMO Folder)	EMO Revenue and Expenditure Form	<p>Please submit a report that states the amount of money received by the EMO and expenditures of the EMO relating to carrying out the contract. The report must be in a format approved by the Superintendent of Public Instruction. An EMO must provide the report to the school's governing body.</p> <p>If your charter schools has a graduation rate below 67% or is considered 1 or 2 stars by the Nevada School Performance Framework, submit the entire evaluation and the approved meeting minutes when the evaluation was held.</p>
Parent Handbook/ Student Handbook	Epicenter	No Form Provided	Submit documents into the handbooks folder using the file name. NRS requires a charter school board to adopt rules for the academic retention of pupils. NRS requires a charter school board to adopt written rules of behavior and appropriate

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Authorizing Team			punishments for violation of the rules. Handbooks should be approved by the governing board of the school, reviewed and/or amended annually, and posted on the school website. Please provide a copy of the handbook and a link to where it is posted on the website. The Parent/Student Handbook also needs to abide with provisions set forth in R-131.
R131-16 Volunteerism Compliance Authorizing Team	Epicenter	No Form Provided	<p>A written assurance, signed by both the Administrative Head of the charter school and Board Chair, verifying the following are true for your school per R131-16:</p> <ul style="list-style-type: none"> • Students are not penalized (e.g. banned from extracurricular activities) if their parents do not volunteer, • Continued enrollment or reentry is not based on parent volunteerism, • References to volunteering on your school website include a statement that volunteering is not required of parents or families • References to volunteering within a student/parent handbook include a statement that volunteering is not required of parents or families; • Monetary donations are optional and not required in lieu of volunteer hours, • There are no requirements of enrollment, including but not limited to payment of fees and attendance at informational meetings; and • A copy of your adopted fee policy along with the meeting minutes for both the volunteer and fee policies were approved
Board Policy and Procedures Manual and Code of Ethics Authorizing Team/Legal Team	Epicenter	No Form Provided	Submit the charter school's board policy and procedures manual along with the date where the policy and procedures manual was adopted. Also, submit the charter school board's code of ethics.
Board Bylaws	Epicenter	No Form Provided	Submit the charter school's board bylaws along with the date, in the submission notes, when the bylaws were adopted.
Criminal Background Checks Certification	Epicenter	Certificate of Completion	Certification of Completion must be completed in Epicenter attesting that the school has completed, and will continue to complete, all required background checks on all school staff and volunteers who come into contact with the school's students.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
<p>NRS 388A.367N Notice to Parents</p> <p>Authorizing Team</p>	Epicenter	No Form Provided	<p>Only applicable to qualified schools. Schools will be notified directly if this is applicable.</p> <p>A charter school shall mail a written notification to the parent or legal guardian of each pupil enrolled in the charter school and post a notice prominently on the Internet website of the charter school within 5 business days after:</p> <ul style="list-style-type: none"> a) The Department reports that the charter school was rated in the lowest 5 percent of public schools in the State pursuant to the statewide system of accountability for public schools; b) The Department reports that the charter school received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined by the Department pursuant to the statewide system of accountability for public schools; <p>Within 10 days after a charter school provides all notices required, the charter school shall certify compliance the sponsor of the charter school by uploading the notification sent to parents and the link to the notification on the website into Epicenter in the notes of the submission.</p> <p>Also, please submit the agenda and minutes of when the board held a public hearing to discuss a plan to correct any issue which caused the issuance of such a notice and to solicit suggestions to improve the performance of the charter school.</p> <p><i>A written notice provided to a parent or legal guardian must include a list of other public schools to which a pupil may transfer if the charter school closes or adopts changes which a parent or legal guardian finds unacceptable.</i></p>
Constitutionally Protected Prayer / Religious Expression	Epicenter	No Form Provided	<p>The U.S. Department of Education (ED) requires that each local school district, as a condition of receiving funds under any portion of the Elementary and Secondary School Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA), to annually certify, to the state education agency, that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer or religious expression in public schools. Please see the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools ED published on February 28, 2003 for more information. Each district must provide this written certification to their State Educational Agency.</p>
Student Application Lottery	Epicenter	No Form Provided	<p>Submit the proposed application used for students to submit names to the lottery for the 2021-2022 school year. This application should be compliant with NRS 388A.453 and NRS</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Authorizing Team			388A.456 in addition to R131-16. An application should be uploaded to Epicenter for SPCSA staff review and approval.
Posting of the Annual Nevada Report Card Authorizing Team	Posted to Website, Epicenter Certification of Completion (Accountability Folder)	No Form provided	<p>Task must be submitted in Epicenter certifying charter school has posted its Annual Nevada Report Card (PDF document or link to http://nevadareportcard.nv.gov) to its website, or in cases where the school does not have a website, has disseminated it to the public in another manner.</p> <p>Per federal (20 USC §6311(h)(2)(B)) and state law (NRS 385A.090), charter schools must, at minimum, disseminate their annual Nevada Report Card to the public by placing it on their website. If the charter school does not have a website, they must provide the information to the public in another manner. These statutes do not limit charter schools from disseminating the report card in other manners.</p> <p>Dissemination of the Report Card is not required of schools in their first year of operation because the Report will not yet exist; these schools should submit a note on the task stating they are in their first year of operation.</p>
EMO /CMO Evaluation Authorizing Team	On File at School, Epicenter	No form provided	<p>If the school contracts with any corporation, business, organization or other entity to assist with the operation, management or provision and implementation of educational services and programs of the charter school; or if the school contracts with any corporation, business, organization or other entity that directly employs and provides personnel to the school; or if the employer of the school's personnel is some entity other than the school's governing body' or if, in order to receive Public Employee Retirement System payments, an employee of the school who has retired from public employment is employed through an entity other than the school; then the school, by definition contracts with an Educational Management Organization (EMO). If the school contracts with an EMO, the school shall evaluate the performance and submit the evaluation to the SPCSA. This report is not required of first year schools or schools that do not contract with an EMO/CMO.</p>
Employee Information Finance & Operations	Staff Information Folder	Epicenter Resource File	<p>Accurate FTE data and associated employee information is required under Title IA and by NDE to conduct an annual analysis of comparable services across schools. Employee Information is also required under the NAC. Complete the attached Employee Information Template for your school. For schools with multiple campuses, one template can be completed for each campus. The Template includes the list of names, qualifications, instructional status, licensure status, and FTE of all persons who are or will be employed in the current school year by the charter school. Employee Information submissions MUST reflect nearest FTE for each staff member for the current year based on drop-down options. Entries must be made using DROP-DOWN options for all columns! NAC 388A.530.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			<p>Governing body: Miscellaneous duties. (NRS 388A.105, 388A.110): The Department and the sponsor of the charter school receive, within 30 days after the first day of school, a list of the names and qualifications of all persons who are or will be employed by the charter school.</p>
<p>NRS 388A.367N Notice to Parents</p>	<p>Epicenter</p>	<p>No Form Provided</p>	<p>Only applicable to qualified schools. Schools will be notified directly if this is applicable.</p> <p>A charter school shall mail a written notification to the parent or legal guardian of each pupil enrolled in the charter school and post a notice prominently on the Internet website of the charter school within 5 business days after:</p> <ul style="list-style-type: none"> a) The Department reports that the charter school was rated in the lowest 5 percent of public schools in the State pursuant to the statewide system of accountability for public schools; b) The Department reports that the charter school received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined by the Department pursuant to the statewide system of accountability for public schools; <p>Within 10 days after a charter school provides all notices required, the charter school shall certify compliance the sponsor of the charter school by uploading the notification sent to parents and the link to the notification on the website into Epicenter in the notes of the submission.</p> <p>Also, please submit the agenda and minutes of when the board held a public hearing to discuss a plan to correct any issue which caused the issuance of such a notice and to solicit suggestions to improve the performance of the charter school.</p> <p><i>A written notice provided to a parent or legal guardian must include a list of other public schools to which a pupil may transfer if the charter school closes or adopts changes which a parent or legal guardian finds unacceptable.</i></p>
<p>Board Meeting Calendar Authorizing Team</p>	<p>Epicenter (Board Meeting Information Folder)</p>	<p>No form provided</p>	<p>Submit a board approved board meeting calendar for the approaching school year. A minimum of one board meeting per quarter is required.</p>

Finance

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
<u>Quarterly Year to Date Financial Statements</u> Authorizing Team	Epicenter (Financial Folder)	Quarterly Financial Statement Template	Quarterly (Jul-Sept, Jul-Dec, Jul-Mar, Jul-Jun) unaudited year-to-date financial statements, including: (a) Statement of Net Assets (Balance Sheet) (b) Statement of Revenue & Expenditures (Income statement) showing quarterly actual, year-to-date actual, year-to-date budget, variance.
<u>Report of Budget</u> Authorizing Team	NDE, Epicenter (Financial Folder)	NDE will email	Schools will receive instructions from NDE for completing this report This report is not due from first year schools, if your school is in its first year of operation submit a memo stating so.
<u>Trial Balance Sheet</u>	NDE, Epicenter	No form provided	Each year NDE requests this information from schools to ensure the State meets it's per pupil expenditure required posting within the Nv Report Card http://www.nevadareportcard.com/di/ . Every Student Succeeds Act requires additional per pupil expenditure data that requires financial data be reported by charter school consistent with the chart of accounts. The key components being able to identify the source of funding for each expenditure as 1. Federal or 2. State or local; and personnel and non-personnel costs. Submit the school's Trial Balance Sheet so the SPCSA can review and ensure the proper information is included when submitted to NDE.
<u>Annual Independent Audit Report</u> Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	No form provided	Submit to Sponsor the final independent audit report. This report is not due from first year schools, if your school is in its first year of operation submit a memo stating so.
<u>Capital Improvement Plan</u> Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	Capital Improvement Plan Form	The Capital Improvement Plan must be completed by all charters. This outlines the capital spending plans of all charters and is used in the budget process.
<u>Financial Leader Contact List</u> Authorizing Team	Epicenter (accountability folder)	Contact List Template	Submit the completed Financial Contact List Template provided in this Epicenter task. If no changes were made to the previous list, please include that in the narrative in Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
<u>NCES/F33 Report</u> Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	NDE will email	Submit the report per Federal requirements on NCES website. This is not required of 1st year schools , if your school is in its first year of operation submit a memo stating so.
<u>Tentative Budget</u> Authorizing Team	NDE, Epicenter (Financial Folder)	Forms located at: http://www.doe.nv.gov/Charter_Schools/	Submit tentative budget for the ensuing fiscal year to their governing body and Department of Education.
<u>Final Budget</u> Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	Forms located at: http://www.doe.nv.gov/Charter_Schools/	Adopt and submit a final budget for the ensuing fiscal year.

Facility/Health/Safety

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Epinephrine Dosage Report School Support	Epicenter (Student Information Folder)	Epinephrine Dosage Report	Per NRS 386.865, submit the Epinephrine Dosage Report to Epicenter. This report is not required of first year schools, if the school is in its first year of operation submit a memo stating so.
Annual School Committee Emergency Operations Plan (EOP) Review for Crisis/Emergency School Support	Epicenter (Facility Management Folder)	A generic school EOP Committee Meeting form is provided in Epicenter.	Submit documentation of the annual Emergency Operation Plan (EOP) review by the School Committee for crisis and emergency per requirements of NRS 388.247 and NRS 388.249 . <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>
Immunizations	Epicenter, Nevada State	Web form at: http://www.doe.nv.gov/Charter_Schools/	Certify in Epicenter that the school's information has been submitted to the Nevada State Division of Public and Behavioral Health. The governing body of each charter school shall report

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Certification School Support	Division of Public and Behavioral Health (Student Information Folder)	vfcnevada.org/for-schools/school-form/	the exact number of pupils who have completed the immunizations required for school entry before December 31 of each year to the Nevada State Division of Public and Behavioral Health, submitting the school's information through this web form at http://www.vfcnevada.org/for-schools/school-form/ fulfills this statutory requirement.
Emergency Operations Plan (EOP) School Support	Nevada Dept. of Safety, Emergency Mgmt., Epicenter (Facilities Management Folder)	No form provided	<p>Emergency Operation Plans (EOP) are confidential and should NOT be posted physically or electronically where the general public has access.</p> <p>You must annually submit a copy of each Emergency Operation Plans (EOP) developed and updated to the Nevada Division of Emergency Management (NDEMplanning@dps.state.nv.us) along with copies to the local organization for emergency management and each local public safety agency in the county in which the school is located. Please contact your specific local emergency management/law enforcement agency for submission details.</p> <p>After submitting your EOP, you should send a Notice of Completion to the Nevada Department of Education, Office for a Safe and Respectful Learning Environment. Send Notice of Completion to Dr. Charles M. Russo at crusso@doe.nv.gov.</p> <p>Submit into Epicenter (a) documentation of the development committee's yearly review (b) documentation of annual submittal to Department of Public Safety, Division of Emergency Management (NDEMplanning@dps.state.nv.us) (c) Emergency Operations Plan (EOP). Notification must be posted at the school showing the annual review to be complete (do not post the actual EOP). NRS 388.245. If a school has more than one campus this reporting requirement must be submitted for each campus.</p>
Annual Emergency Drill Log School Support	Epicenter (Facilities Management Folder)	A generic Emergency Drill Report is provided in Epicenter	Provide detailed information on the schedule for conducting drills, including proper procedures to be followed in the event of a fire or other emergency with not more than three of those drills to include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies and other natural disasters other than fire drills. There must be an at least one emergency drill logged each and every month and in some cases more than one drill may be required based on the standards provided by the chief of the fire department and in accordance with applicable fire code/direction from the state fire marshal. Of the monthly drills performed, there are more than three of those drills that include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies and other natural disasters. These Emergency drills are conducted by the principal, or designee in charge of each school building and shall be documented to ensure compliance with NRS 392.450.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			<p>Please refer to the Emergency Drill Guide (Epicenter Resource Document) for more detailed instructions. <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></p>
<p>Annual Asbestos Periodic Surveillance Log</p> <p>Authorizing Team</p>	<p>On file at school, Epicenter Certificate of Completion (Facilities Management Folder)</p>	<p>No form provided</p>	<p>Certification of Completion must be completed in Epicenter. The Annual Asbestos Periodic Surveillance Log is required by the Environmental Protection Agency. 40 CFR 763 Subpart E https://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol31/pdf/CFR-2011-title40-vol31-part763-subpartE.pdf .http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=e7325233e2080256dde59391dfb5ac6a&n=40y32.0.1.1.19.2&r=SUBPART&ty=HTML . <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></p>
<p>Fire and Health Inspections</p> <p>Authorizing Team</p>	<p>On file at school, Epicenter Certificate of Completion (Facilities Management Folder)</p>	<p>No form provided</p>	<p>Certification of Completion must be completed in Epicenter. <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></p>
<p>Proof of Insurance - Affidavit of Insurance Coverage, Certificate of General Liability Insurance, and Certificate of Worker's Compensation</p> <p>Authorizing Team</p>	<p>Epicenter (Facilities Management Folder)</p>	<p>Affidavit for Provision of Insurance Coverage</p>	<p>A Charter School shall obtain insurance from an authorized insurer and submit the certificate showing additional insured (SPCSA) an including the additional insured form. Industrial insurance coverage in accordance with the applicable provisions of the Nevada Industrial Insurance Act, chapters 616A to 616D, inclusive, of NRS, except as otherwise provided in subsection 2, general liability insurance with a minimum coverage of \$1,000,000. The general liability insurance policy must include coverage for molestation and sexual abuse, and have a broad form policy, with the named insured's as follows: the sponsor of the charter school; all employees of the charter school, including, without limitation, former, present and future employees; volunteers at the charter school; and directors of the charter school, including, without limitation, executive directors. Umbrella liability insurance with a minimum coverage of \$3,000,000. Educators' legal liability insurance with a minimum coverage of \$1,000,000. Employment practices liability insurance with a minimum coverage of \$1,000,000. Employment benefits liability insurance with a minimum coverage of \$1,000,000. Insurance covering errors and omissions of the sponsor and governing body of the charter school with a minimum coverage of \$1,000,000. If applicable, motor vehicle liability insurance with a minimum coverage of \$1,000,000. If applicable, liability insurance for sports and athletic participation</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			with a minimum coverage of \$1,000,000. The cost of insurance required by this subsection must be provided to the proposed sponsor by the authorized insurer and included in each budget submitted. Note: general liability and workers compensation certificates must be submitted for all campuses, address for all campuses must be reflected in the “description of operations/location” section of the certificates.
Asbestos 3-Year Inspection	Epicenter		Asbestos 3-Year Inspection – Submit the Asbestos 3-Year Inspection. Schools that have no asbestos containing building material (ACBM) identified by testing or assumption, or have an architect statement that, to the best of their knowledge, no ACBM was used in the construction of the school building, are not required to conduct the three year re-inspection. In addition, the school is not required to give their maintenance and custodial staff asbestos awareness training, because theoretically there is no ACBM in the school. The schools must continue to have their management plan available for anyone to review, and must continue to send/post annual notifications to parents and school staff that the management plan is available to see. Schools that have ACBM identified in their management plan must conduct a three year re-inspection of the school building. The three year re-inspection is done by a certified asbestos consultant to review the condition of the ACBM originally identified in the management plan and also looks for ACBM that may have been missed in the original building inspection or may have been added since the last inspection/re-inspection. As you know asbestos is only dangerous if the fibers are released from damaged ACBM. Re-inspection reports are added to the management plan as proof that the re-inspection was conducted and contains the results of the re-inspection. Schools that have all of their ACBM abated are not required to conduct three year re-inspections, but must retain records of the abatement in their management plan as proof that the ACBM was removed. These schools can then follow the requirements of the previously described schools with no ACBM. If a school has more than one campus this reporting requirement must be submitted for each campus.

School Support and Operations

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Read by Grade 3 – First AB289 Report	Submit to NDE – RBG3: mrincon@doe.nv.gov	Read by Grade 3 Site Level Statistics Excel Template	Per AB 289: Describe the literacy programs and services which the funds were used by each school of the district or charter organization. Report on the number and percentage of students who participated in a program or received services at each school. [Legally required in Read by Grade 3 Act - AB 289; Section 11: 2(b)]

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Nevada Comprehensive Curriculum Audit School Support	LCB, NDE, Epicenter (Accountability Folder)	Forms located at: http://www.doe.nv.gov/SchoolImprovement/	Submit the NCCAT-S for all schools designated 1, 2, or 3 stars on the Nevada State Performance Framework using all recourses located at: http://www.doe.nv.gov/SchoolImprovement/ NCCAT-S required every 3 years for 4 and 5 Star schools. Once the Audit is completed, 1, 2, and 3-Star schools are required to develop a School Performance Plan based on the results of the NCCAT-S. If the school is not designated 1, 2, or 3 stars submit a memo stating so. Refer to Epicenter Submission Detail and Instructions for further information.
Distance Education Report	School Districts, Epicenter Certification of Completion (Accountability Folder)	No form provided	Certification of Completion must be completed in Epicenter. Written notice(s) required by NRS 388.846(2) must be sent to school districts for all enrolled pupils prior to the pupil receiving services through the distance education program.
Annual Licensed Personnel Report School Support	Epicenter (Staff Information) OPAL	Licensed Personnel Reporting Sample Spreadsheet.xlsx Licensed Personnel Report Formatting Instructions.pdf Licensed Personnel Report Upload Instructions.pdf SPCSA School Personnel Reporting Spreadsheet.xlsx	Upload your school's Annual Licensed Personnel Report to OPAL and certify your submission in Epicenter. Submit to OPAL the attached excel document listing the licensed persons at each campus. In the notes section of the submission, please confirm that all information contained in the Excel Sheet is updated, and current, in the OPAL system. A. To create an OPAL account navigate to the online upload portal at https://online.nvdoe.org/#/User/LoginBPPAssignmentProvider and register for an OPAL account by clicking the "Click Here to Register" button. You will be taken to a registration screen; please fill in all fields on this screen, using "N/A" or "None" for any fields that do not apply. Charter school users should select the appropriate charter school in the "Select District" field; if you are uploading for only one charter school campus (or if your school only has one campus), select that school name within the "Select School" field. If your school has multiple campuses and you will be uploading for more than one of them, select "District Office" in the "Select School" field. Once all fields are correctly filled in, click the "Submit Registration" button at the bottom of the form, and then please send an email to marakawa@doe.nv.gov advising me that you have registered so that I can approve your access. When your access is approved you will receive an email from license@doe.nv.gov with a temporary password. You can use that temporary password to log in to the portal at https://online.nvdoe.org/#/User/LoginBPPAssignmentProvider . You will be prompted to change your password after you log in the first time. B. Upload your school's Personnel Report which includes data on ALL school staff. Please use the SPCSA School Personnel Reporting Spreadsheet.xlsx to submit this report in Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			PLEASE NOTE THE SPCSA SCHOOL PERSONNEL REPORTING SPREADSHEET HAS DIFFERENT REPORTING PARAMETERS FROM THE OPAL REPORT. PLEASE REVIEW CAREFULLY BEFORE SUBMITTING. Refer to Epicenter Submission Detail and Instructions for further information and resource documents.
Quarterly Bullying Report	NDE-Office of Safe and Respectful Learning Environment	NDE Form – Quarterly Bullying Report	Per NRS 388.1351, section 12-13. Submit report via email to Jennah Fielder, jfielder@doe.nv.gov
Quarterly Expulsion and Suspension Data Report	Epicenter (Accountability Folder)	Nevada Report Card Discipline Reporting Template #19-08 AB168 Implementation Guidance Memo	Per NRS 392.462, The principal of each school must report data related to student discipline to the district Board of Trustees which must include, without limitation: the number of expulsions and suspensions of pupils and the number of placements of pupils in another school. Such data must be disaggregated into subgroups of students and types of offense. Certify completion of the Quarterly Expulsion and Suspension Data Report to School Board of Trustees in Epicenter.
Read by Grade 3 – Second AB289 Report	Submit to NDE – RBG3: mrincon@doe.nv.gov	Template to be provided by NDE on August 3, 2020	Per AB 289: Submit report on the number and percentage of students at each public elementary school who: were in grade 3 and designated to receive intervention services and intensive instruction while enrolled in an elementary school, including whether or not the students were previously provided intervention services and intensive instruction. [Legally required in Read by Grade 3 Act - AB 289; Section 10:1-3]
Plan for Restorative Discipline Authorizing Team	Epicenter Post to school website NDE – Superintendent of Public Instruction (Accountability Folder)	No Plan template #19-08 AB 168 Implementation Guidance Memo Sample Plan of Action based on Restorative Justice Restorative Plans of Action Information	As required by NRS 392.4644 (which was amended by both AB 168 and SB 89) Submit to Epicenter and the NDE and post to the school website the Plan for Restorative Discipline. The requirement for establishment of a plan to provide for the restorative discipline of students and on-site review of disciplinary decisions is now at the district Board of Trustees. The plan must: A. Be developed with input and participation of teachers, school administrators, and other educational and support personnel, and the parents/guardians of students enrolled in schools within the district; and B. Include provisions designed to address the specific disciplinary needs and concerns of each school within the district.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
School Performance Plan School Support Authorizing Team	LCB, NDE – Office of Student & School Supports, Epicenter (Accountability Folder)	Forms located at: http://www.doe.nv.gov/SchoolImprovement/District_and_School_Performance_Planning_Resources/	Submit the annual School Performance Plan utilizing all resources located at: http://www.doe.nv.gov/SchoolImprovement/District_and_School_Performance_Planning_Resources/
Read by Grade 3 – Local Literacy Plan	Submit to NDE – RBG3: klaxalt@doe.nv.gov	Read by Grade 3 Local Literacy Plan Template.docx Local Literacy Plan Guidelines and Organizer.docx	Submit Local Literacy Plan to adhere to the requirements noted in AB 289 regarding the creation and implementation of a local literacy plan to oversee local implementation of the Read by Grade 3 Act.
Approved School Calendar School Support	Epicenter (School Calendar /Enrollment Folder)	NDE will email school calendar template	Submit school calendar to NDE, Office of District Support; Megan Peterson, meganp@doe.nv.gov Per NAC 387.120 calendar submissions are due to the NDE by May 1 of each year. NAC 387.120 School calendar: Submission; contents. (NRS 385.080, 386.540, 386.550, 387.123, 388.090) Before May 1 of each year, each school district shall submit a copy of its school calendar for the approaching school year to the Department. If one calendar does not apply to all its schools, the district shall submit as many calendars as are necessary for application to all its schools. If a charter school submits a school calendar pursuant to this subsection, the charter school shall, upon the request of the sponsor of the charter school or a school district in which a pupil enrolled in the charter school resides, provide a copy of the school calendar to the requester.
Annual Unlicensed Staff Report	Epicenter (Staff Information)	Annual Unlicensed Staff Report guidance.docx	Submit to Epicenter the Annual Unlicensed Staff report per guidance document and report format.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
School Support		Annual Unlicensed Staff report.xlsx	

Assessment and Accountability Reporting

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Annual Testing Calendar School Support	Epicenter (Testing & Assessment Folder)	No form provided	Submit the school's annual testing calendar to Epicenter. <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>
Written Notice Regarding Test Security School Support	On File at School, Epicenter Certification of Completion (Testing & Assessment Folder)	No form provided	Task must be submitted in Epicenter certifying that charter school has provided an annual notice to staff, students, and families regarding test security on or before September 30 th . Per NRS 390.275 , the governing body of each charter school shall provide a written notice regarding examinations to all teachers and educational personnel employed by the governing body who are involved in the administration of the examinations, all pupils who are required to take the examinations, and all parents and legal guardians of such pupils, that includes (1) a description of the adopted test security plan, and (2) action that may be taken against personnel and pupils for violations of the plan or for other irregularities in testing administration or testing security.
Authorization to Administer Tests School Support	On file at school for 3 school years, Epicenter (Testing & Assessment Folder)	Authorization to Administer Test form	Per NAC 390.240 , charter schools must submit a statement on a form prescribed by the NDE that the principal will ensure the school complies with various statute and regulations related to test security (NAC 390.240 and the provisions of NRS 390.250 to 390.305 , inclusive), as well as any instructions issued by the NDE relating to the confidentiality of testing materials. If a school has more than one campus this reporting requirement must be submitted for each campus. Forms must be retained with the school's test security documentation for three consecutive school years.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Test Security Plan School Support	On file at school for 3 school years, Epicenter (Testing & Assessment Folder)	Test Security Plan form	<p>Charter schools must submit a test security plan on the prescribed form or another form that includes the required information.</p> <p>Per NRS 390.275, the board of trustees for each charter school must adopt and enforce a plan setting forth procedures to ensure the security of examinations and assessments. Items that must be included in the plan are outlined in NRS 390.275 subsection 2. Additionally, these plans must be submitted to the State Board of Education and the Legislative Committee on Education; the SPCSA collects these to submit to those entities.</p> <p>The Test Security Plan must include but is not limited to: the manner in which test materials will be stored, distributed, collected, and returned; the names and titles of the individuals responsible for carrying out the procedures; procedures to ensure compliance with testing accommodation plans; procedures for online test administration; procedures regarding students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.</p> <p>If a school has more than one campus this reporting requirement must be submitted for each campus.</p> <p>Forms must be retained with the school's test security documentation for three consecutive school years.</p>
Assessment Confidentiality Agreement Form	On file at school for 3 school years, Epicenter	Assessment Confidentiality Agreement Form	<p>Charter school must submit form for each individual authorized to view test content for the sole purpose of providing specific documented accommodations or designated supports (e.g., read aloud, signing, scribing); or as needed for administration of the Nevada Alternate Assessment (NAA) or WIDA; or who is otherwise required to be present during test administration (e.g., medical caregivers).</p> <p>Forms must be retained with the school's test security documentation for three consecutive school years.</p>
Acknowledgment of State Assessment Training School Support	On file at school for 3 school years, Epicenter	Acknowledgment of State Assessment Training form	<p>The NDE Acknowledgment of State Assessment Training form—which acknowledges one has received and reviewed NDE test security and administration training materials for the current school year, and agrees to comply with the principles and procedures outlined therein—must be submitted for all school test coordinators and school personnel involved in state assessments, including Smarter, NAA, Science, ACT, MAP, WIDA, etc.</p> <p>Forms must be retained with the school's test security documentation for three consecutive school years.</p>
Validation Day	Epicenter	No form provided	Task must be submitted in Epicenter certifying charter school has validated current school year validation day data.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
EDFacts	Epicenter	No form provided	Task must be submitted in Epicenter certifying charter school has provided/validated all relevant EDFacts data to SPCSA/NDE for the current school year.
Civil Rights Data Collection Submissions	Epicenter	No Form Provided	The CRDC is a mandatory data collection, authorized under various federal statutes and regulations, that aims to provide equal educational opportunity. The US Dept. of Education performs this collection, which includes student enrollment, educational programs, and services data that are disaggregated by race/ethnicity, sex, English learners, and disability. Task must be submitted in Epicenter during odd years certifying charter school has provided/validated all relevant CRDC data to CRDC Application for the current school year.
Nevada Report Card Phase I Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying that charter school has (1) reviewed the current year's Nevada Report Card tasks and deadlines, (2) uploaded relevant data for the Phase I Nevada Report Card data collection in the Nevada Department of Education's EDS Application, and (3) verified that the uploaded data are accurate to the best of their knowledge.
Nevada Report Card Phase II/III Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying that charter school has (1) uploaded relevant data for the Phase II and III Nevada Report Card data collections in the Nevada Department of Education's EDS Application, and (2) verified that the uploaded data are accurate to the best of their knowledge.
NSPF Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying that charter school has (1) provided and/or validated NSPF data throughout the school year such as assessment data, graduation rates, ADAM files, etc., (2) reviewed preliminary NSPF data and notified SPCSA staff if systemic errors were found, and (3) verified that the NSPF data are accurate to the best of their knowledge.

Special Education

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Special Education Insurance or \$25K Set-Aside Authorizing Team	Epicenter (Facilities Management Folder)	Special Education Insurance Affidavit Template	A charter school shall obtain proof of Special Education due process claim coverage by submitting a copy of the attached affidavit notarized by an authorized insurance underwriter attesting that the school has coverage compliant with NAC 386.217 and the executed charter contract section 3.4.4. If coverage is not obtained a letter of guarantee stating that \$25,000.00 has been set-aside in lieu of coverage signed by both

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			the governing body president and the lead administrator along with a copy of the bank statement must be submitted.
Special Education (IDEA - B) Grant Subaward	EPICENTER	See Epicenter	Official record of SPED IDEA - B award. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter.
Special Education Early Childhood (IDEA - b) Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Submit for reimbursement of awarded SPED IDEA-b (early childhood) funds. Submit into Epicenter the monthly IDEA-b Reimbursement Request. Submissions must include:</p> <ul style="list-style-type: none"> (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Early Childhood IDEA-b subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed IDEA-b grant subaward document is received by the SPCSA. <p>NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p>
Special Education (IDEA - B) Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Task to request reimbursement of SPED (IDEA-B) subawarded funds. Submit into Epicenter the monthly IDEA-B Reimbursement Request. Submissions must include (1) Reimbursement Request Spreadsheet, (2) Attestation, and (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, IDEA-B subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed IDEA-B grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p>
Memorandum of Understanding School Support	Epicenter	MOU.pdf	Submit the Memorandum of Understanding signed by both the board president and the lead administrator.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Local Data Plan Tables Submission of Assurances	Epicenter	Epicenter Resource File	Submit the Local Data Plan - Submission of Assurances as a requirement for federal IDEA funding. Refer to Epicenter Submission Detail and Instructions for further information.
GATE Annual Report School Support	Epicenter	GATE Report form	Please prepare a GATE Annual Report using the report form guidance. Note: this task only pertains to schools receiving state GATE funds.
Local Data Plan - Early Intervening Services School Support	Epicenter	Special Education Early Intervening Services Report form	Submit the Special Education Early Intervening Services Report to Epicenter using the instruction in the report form.
Local Data Plan – Parentally Placed Students School Support	Epicenter	Special Education Parentally Placed Service Plan Student Report form	Submit the Special Education Parentally Placed Service Plan Student report to Epicenter using the instructions on the report form.
Local Data Plan - Child Identification Activities School Support	Epicenter	Special Education Child Identification Report Form	Submit Special Education Child Identification Report to Epicenter using the instructions on the report form.
AB 56 Restraint Report School Support	Epicenter	Special Education AB 56 Restraint Report Template and Special Education AB 56	Per N.R.S. § 388.5317, prepare an AB 56 annual data collection report using the template form guidance and definitions.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		Restraint Definitions	
Local Data Plan Tables – Personnel School Support	Epicenter	Special Education Personnel Report Template Local Plan Application Data Collections Instructions .pdf	Submit the Local Data Plan – Personnel Report. Use the file and Local Plan Application Data Collections Instructions.pdf that are associated with this Epicenter task.
Local Data Plan Tables – Disciplinary Removal School Support	Epicenter	Infinite Campus Local Plan Application Data Collections Instructions .pdf	This report can be pulled from Infinite Campus under the Infinite Campus SPED Disciplinary Removal Report PATH: NV State Reporting > Special Ed Disciplinary Removal Report. Refer to Local Plan Application Data Collections Instructions.pdf for further information.
Special Education Policies and Procedures Manual and Forms School Support	Epicenter	School’s Special Education Policies and Procedures Manual and forms/Special Education Attestation	Annually submit a Governing Body approved Special Education Policies and Procedures Manual and Forms that are used for your school’s Special Education Program that are not included in the Infinite Campus module. Refer to Epicenter details and instructions for further information
Aversive Intervention Annual Staff Training School Support	Epicenter	See Epicenter for resource documents.	Submit the Aversive Intervention Training sign-in sheet. Please use the PowerPoint presentation/video at the beginning of each school year to present the information to every staff member that will encounter students, whether in a brick and mortar or virtual environment. The staff who viewed the PowerPoint must sign the Aversive Intervention Training sign in sheet. <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>
OT/PT Report (ODD number years only, e.g., 2021, 2023, etc.) School Support	Posted to School Website, Epicenter	Special Education OT/PT Report Template and Special Education OT/PT NAC	Submit to Epicenter during ODD years per report form guidance.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		Requirement	
GATE Plan School Support	Epicenter	GATE Plan form	Please prepare a GATE Plan using the report form guidance. Note: this task only pertains to schools GATE programs. ***Only Applies to Schools with this Program
Child Count Report	Epicenter	Infinite Campus Special Ed Count Day Report	Submit report by running the Special Ed Count Day Report through Infinite Campus. Special Ed Count Day reporting instructions: Special Ed Count Day report extracts data for students with an active IEP as of the effective date. Special Ed data is entered in the NV IEP or SPED Data Entry Plan in Student Information>Special Ed>Documents. Data will only report for primary enrollments for students with disabilities. Concurrent enrollments will be ignored. Enter a Count Date. The Count Date is a snapshot of students with disabilities and active IEP's on that day. The state format is CSV and will open with MS Excel. Select a Calendar to generate the report. Summary report type will aggregate all students based on the calendars selected by disability category by age. Summary Report format will be a PDF.
Special Education Grant Sub-Award Amendment Request	Epicenter	Federal Grant Amendment Form	Submit a completed Federal/State Grant Amendment Form during an open Amendment Request Period.
IDEA Special Testing Accommodation Request School Support Assessment	Epicenter	Testing Accommodations Form Student IEP	Submit request(s) for IDEA special testing accommodations for Summative (SBAC) Assessment. using the Testing Accommodations form. Include IEP with request. Refer to Epicenter details and instructions for further information
Special Education Statewide Shortage Data School Support	Epicenter	NV_SPED_RSP_Shortages_Data Table.pdf	Submit the completed Nevada Special Education and Related Service Provider Data Table for shortage area(s).

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Special Education Semi-Annual Certification School Support and Finance/Operations	Epicenter	Special Education Semi-Annual Certification form	Submit the Special Education semi-annual certification for employees who have worked solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. OMB Circular A-87.
Senior Exit Survey Data / SEARS Program Only for schools who offer 12th grade. School Support	Special Education Audit Reporting System (SEARS), Epicenter Certificate of Completion	No form provided	Certification of Completion must be completed in Epicenter. <i>Only for schools who offer 12th grade.</i>
Special Education (IDEA) Grant Sub-Award Application	Epicenter	Budget Data Guidance Document and SPCSA FY 21 SPED Subaward Application - Proposed Budget Data	Task to apply for grant sub-award funds for special education (IDEA). The SPED IDEA-B FY 21 SPCSA Grant Sub-Award Application has ONE required component: Proposed Budget Data Spreadsheet – SPCSA FY 21 SPED IDEA-B Subaward Application - Proposed Budget Data Budget Data Guidance Document (reference), FY 21 SPED IDEA-B funds are allocated at the charter holder (network/school) level. Allocation amounts were determined according to the following methodology: Based on number of students with an IEP (data source: IEP counts from Oct. 1, 2019 count day data). PPA = \$1025.26 Funds are allocated to former ASD schools, new charter schools, and expanding charter schools. New Charters receive a preliminary allocation that is 25% of the total projected allocation, and the remaining 75% is available after count day 2020. Expanding Charters receive a preliminary allocation that includes base (from October 2019) plus 25% of the funds associated with projected numbers based on the expansion. The full allocation (original + expansion) will be available after count day 2020.
Special Education IDEA Maintenance	Epicenter	See Epicenter	DEA (Federal Individuals with Disability Act) Maintenance of Effort (MOE) reporting. Fill out the required fiscal information in the IDEA MOE spreadsheet document (included as an individual entity resource file). Reported fiscal information should reflect

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
ce of Effort (MOE)			the Charter School Annual Audited Financial Statement for the requested fiscal year. Submit to Epicenter annually in April. Contact your Fiscal EPP with questions. Under the federal IDEA grant, charter schools are required to demonstrate a relatively constant level of state and local funding from year to year. Failure to do so may result in lost eligibility to receive future IDEA entitlement funding and require the school to repay funds previously distributed. The SPCSA must ensure this process. The annual process begins with NDE conducting a preliminary review of expenditures and revenues, next NDE program staff will review this data compared with prior years and determine if MOE has been met by each school. If there appears to be a shortfall, our program staff will reach out to the SPCSA and charter school prior to making a final determination.
Extended School Year Funds (IDEA-B) School Support Finance/Operations	Epicenter	ESY Budget Template Cover Sheet IEP	To apply for additional funding for ESY Services, a school MUST have ESY-eligible students. Eligibility for ESY Services is determined by an IEP team for each individual SPED student. Submit completed ESY cover sheet, budget template and student IEP(s) to Epicenter. Refer to Epicenter and associated documents for further details, instructions and information for application.
Exceptional Needs Funds (IDEA-B) School Support	Epicenter	Exceptional Needs Budget Template Cover Sheet Student Needs Assessment /Fade Plan IEP	To apply for additional funding for Students with Exceptional Needs: Students with significant disabilities and intensive needs, a school MUST have students who are eligible. Eligibility and specific Exceptional Needs must be determined by an IEP team for each individual SPED student. Submit the completed EXN budget template, cover sheet, student needs assessment/Fade plan and IEP to Epicenter. Refer to Epicenter and associated documents for further details, instructions and information for application.
Special Education Excess Cost Computation	Epicenter (Special Education)	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information.
Special Education Annual Self Audit School Support	Epicenter	Special Education Annual Self Audit form File Monitor Checklist	Using the File Monitor checklist, complete a self-audit of 20% of the total IEPs received or written during the current school year please complete the review questions, using the attached document template, to self-report on school site findings. Overall response should not exceed one page in length. Please upload your response into Epicenter using the document template.

Title I

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I EL Annual Academic Assessment Participation	Epicenter	See Epicenter	Record of how the charter school assesses all qualified English learners (ELs) on annual academic assessments. Required eNote monitoring task for Title IA, EL grant management, Title IA EL Annual Academic Assessment Participation. ESSA Section 1111(b)(2)(B)(vii)(III); 1111(b)(3). Submit to Epicenter a memo that: Briefly describes how the charter school assesses all qualified English Learners (ELs) on annual academic achievement assessments (in appropriate grades) and summarize the process to determine exemption for first year ELs from the English Language Arts portion of the annual academic achievement assessment.
Title I Grant Subaward Amendment Request	Epicenter	See Epicenter	Task to request a budget amendment for the current fiscal year for the Title IA program. Submit the Federal/State Grant Amendment Form to Epicenter during an open Amendment Request Period. Contact the Fiscal EPP for assistance. ***Only Applies to Schools with this Program
Title I Neglected/Delinquent Children	Epicenter	See Epicenter	Satisfies the Title IA: Children from Local Institutions Neglected/Delinquent monitoring requirement in eNote. Due in Spring. A charter school must consult with officials from the institution(s) to determine the type of services needed, including a needs assessment. Documentation must be on file that demonstrates institution officials are being consulted in a timely, on-going manner and allocations are being set aside to meet student needs. Please respond to and upload the evidence requests below: Describe the consultation process with officials from the institutions and how the services are determined.
Title I Nevada State Performance Framework Notification	Epicenter	See Epicenter	Submit a copy of the notification letter. The school shall promptly provide to the parents (in a format and, to the extent practicable, in a language the parents can understand) of each student enrolled in a school the results of the Nevada State Performance Framework ratings and, if the agency is identified for improvement, the reasons for that identification and how parents can participate in upgrading the quality of the local educational agency. A Nevada State Performance Framework Notification template is provided in Epicenter. ESEA Subpart 1, Sec. 1116 (b)(6). Use the form that is available when you open up the Epicenter task.
Title I Parent and Family Engagement	Epicenter	Title IA Parent-Family Engagement Monitoring	Task for required Title IA monitoring items from eNote that concern annual documentation and descriptions of Parent and Family Engagement. ESSA Sections 1111(b)(2)(B)(x)] 1112 (e)(1)(B)(i); ESSA Section 1112 (e)(2)(A); Section 1118(d); ESSA Section 1112(e)(2)(B)(C); ESSA Section 1112(e)(1)(A); ESSA Section 1116 (2)(b). This task contemplates items that are a follow-up to submissions for the Title IA Notification of non-

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			<p>HQ Personnel (Parent RTK: Limited Cert & Licensure), Title IA Parental Involvement Checklist and Policy, and the Title IA Educational Involvement Accord Compact Epicenter tasks in Fall 2018.</p> <p>This submission, along with Fall 2018 submissions, comprise total Title IA Parent and Family Engagement monitoring for the school year.</p> <p>Directions: Download the attached resource document. Complete each part of the document by providing responses in a memo or letter and/or providing documents that proof of evidence of compliance. Upload responses for all parts to Epicenter.</p>
Title I Parents Right to Know Qualification Notice	Epicenter	Title I Participant Data Form and Title I Participant Data Guidance	Submit the Parents Right to Know Qualification Notice. Please see the Reporting Requirements Manual for additional information. Use the form that is available when you open the Epicenter task.
Title I Participant Data	Epicenter	Title I Participant Data Form and Title I Participant Data Guidance	<p>FS137- Title 1 Part A SWP Participation (Ethnicity and Services). The unduplicated number of students participating in and served by Title I of ESEA, as amended, Part A, Sections 1114 (Schoolwide Programs (SWP)). FS134- Title 1 Part A Participation (Age and Grade Level). The unduplicated number of students participating in and served by programs under Title I, Part A of ESEA as amended.</p> <p>Submit annual Title I Participant Data using the attached form. See the attached guidance for directions on filling out the form with the required data.</p>
Title I Performance Report	Epicenter	FS134 17-18, FS37 17.18 Data, Title I Performance Form and Instructions	<p>The U.S. Department of Education’s <i>EDFacts</i> initiative acquires, validates, and uses high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data. The data will be used for education planning, policymaking, management and budget decision making to improve academic outcomes for students. <i>EDFacts</i> centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. The Nevada Department of Education is required to collect Title I Performance Report data from all districts to meet <i>EDFacts</i>’ State reporting requirements.</p> <p>As you know, data collection requirements change a little each year. You will notice that this year there are only 2 files that the US ED is requiring states to collect (FS037 and FS134). Please read the attached instructions carefully.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I Professional Development	Epicenter	See Epicenter	<p>Task to complete Title IA professional development monitoring requirements as outlined in eNote. Professional development is a required charter school initiative regardless of the use of Title funds to support implementation. Charter schools supported by Title IA funds must report on their PD plan and activities. ESSA §1114(b)(1)(D), §1115(c)(1)(F), §1116(a)(1)(D), §2122(c), §9101(34) & (37). Complete the following items and submit to Epicenter: Please briefly respond to the following questions in a memo or letter:</p> <p>A. How is the charter school’s professional development plan designed to improve instructional practice and outcomes? B. How did the charter school involve teachers, principals, and other staff in developing the PD plan? C. Describe how charter school professional development initiatives and activities have been evaluated for effectiveness. Upload documentation or proof of evidence: 1. Provide dated documentation identifying the sources and data used to determine school PD needs. 2. Provide dated minutes, notes or other documentation identifying the process used to include staff in planning professional development and a list of participating stakeholders and the group each represented.</p>
Title I Qualifications of Teachers and Paraprofessionals	Epicenter	Paraprofessional Determination Template and Title IA Quals of Teachers and Paraprofessionals	Task to submit required Title IA qualifications of teachers and professionals monitoring items in eNote. ESSA Section 1112(b)(2); ESSA Section 1111 (g)(2)(J). Download the attached resource files and complete all required items. Submit required items and documentation or proof of evidence to Epicenter.
Title I Statement of Assurance	Epicenter	Title I Statement of Assurance	<p>Task to submit required Title I Statement of Assurance as part of Title I monitoring. Covers ALL applicable Title I Programs, including Title IA and Title I 1003a. Complete and sign the attached Title I Statement of Assurance.</p> <p>***Only Applies to Schools with this Program</p>
Title I Students in Foster Care	Epicenter	Students in Foster Care TI	NDE Title I Department requests information on Students in Foster Care each school year from ALL SPCSA schools. Please respond to all document(s) sections and components. DO NOT leave any section blank. Complete the Student’s in Foster Care Monitoring document using the attached resource template. Include school/campus name and school year in each document(s) file submission(s).

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title IA Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances.pdf and Telework Time Effort Form	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Title IA grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with questions. Paraprofessionals MUST provide a description of re-purposed duties or assignments in the attached form. Completion and submission of the attached form is required to receive reimbursement of salaries and/or benefits from the SPCSA for services rendered on or after March 16, 2021.
Title IA Grant Sub-Award Application	Epicenter	Budget Data Guidance Document, SPCSA subaward process timeline, SPCSA Title IA Grant Sub-Award Guidance Document 5-19, Title IA FY 20 SPCSA Sub-Award Application, and Title IA FY 20 SPCSA Sub-Award Proposed Budget Data	<p>Task for eligible schools to submit an SPCSA Title IA grant sub-award application. The two required components of the Title IA grant sub-award application: Written Application Charter schools may submit ONE COMBINED written application if multiple campuses are eligible for a Title IA allocation. SPCSA Title IA Grant Sub-Award Guidance Document (reference) Proposed Budget Data Spreadsheet Note: A separate Proposed Budget Data spreadsheet MUST be submitted for EACH CAMPUS receiving a Title IA allocation. Budget Data Guidance Document (reference) Title IA funds are allocated at the charter school CAMPUS level. Allocation amounts were determined according to the following methodology: Based on FRL numbers at 45% or more (data source: school-reported FRL data from October 2020; Note: CEP FRL data was used for schools approved as CEP for fiscal year 2021).</p> <p>***Only Applies to Schools with this Program</p>
Title IA Grant Subaward	Epicenter	See Epicenter	<p>Official record of Title IA subawarded funds. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures.</p> <p>***Only Applies to Schools with this Program</p>
Title IA Maintenance of Effort	Epicenter	Title IA MOE Report	Provide evidence to indicate that the school has maintained its fiscal effort when compared to expenditures in previous years. Refer to the attached resource file. Complete and submit to Epicenter a Maintenance of Effort report (PDF document) that satisfies guidelines given in the attached Title IA MOE Report Resource file.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title IA Mid-Year Program Monitoring	Epicenter	See Epicenter	Task to report on the effectiveness of Title IA schoolwide program for the current school/fiscal year. Submit into Epicenter a mid-year summary of the progress that has been made so far this school year as relevant to your: Title IA schoolwide program plan SMART goals as submitted in your FFY21 subaward application, Title IA approved budget and current level of spending. Use the form provided.
Title IA Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Task to request reimbursement of subawarded Title IA funds. Submit into Epicenter the monthly Title IA Reimbursement Request. Submissions must include (1) Reimbursement Request Spreadsheet, (2) Attestation, and (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title IA subaward document.</p> <p>Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title IA grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p> <p>***Only Applies to Schools with this Program</p>
Title IA Semi-Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	<p>Task to submit semi-annual record of time & effort. Submit the Title IA semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification.</p> <p>***Only Applies to Schools with this Program</p>
Title I Program Evaluation	Epicenter	See Epicenter	Submit the annual Title I Program Evaluation form. Use the form that is available when you open the Epicenter task.

Title I – 1003a

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I 1003(a) Reimbursement Request	Epicenter	See Epicenter	<p>Task to request reimbursement of awarded Title I 1003a funds. Submit into Epicenter the monthly Title I 1003a Reimbursement Request. Submissions must include:</p> <ul style="list-style-type: none"> (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title I 1003a subaward document. <p>Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title I 1003a grant subaward document is received by the SPCSA.</p> <p>NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p> <p>***Only Applies to Schools with this Program</p>
Title I 1003(a) - Annual Monitoring Requirements	Epicenter	See Epicenter	<p>Monitoring requirements from eNote for schools receiving Title I 1003a funds. Complete the annual Title I 1003a monitoring requirements as outlined in the attached resource document. Upload all responses and required documentation or proof of evidence to Epicenter</p>
Title I 1003(a) - Award Notification	Epicenter	See Epicenter	<p>Upload the Title I 1003(a) provisional award notification executed by the Nevada Department of Education including all budget modifications.</p> <p>***Only Applies to Schools with this Program</p>
Title I 1003(a) - Original	Epicenter	Title I 1003(a) - Original Application	<p>Upload the original application for Title 1003 (a) funding including all budgetary information and assurances.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Application			
Title I 1003(a) Amendment Request	Epicenter	Federal-State Grant Amendment Form	Task to request revisions to approved budget data listed in the executed subaward. Complete the attached amendment form and submit. Amendment request deadlines are November 30 and March 30. ***Only Applies to Schools with this Program
Title I 1003(a) Grant Subaward	Epicenter	See Epicenter	Official record of awarded Title I 1003a funds. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter. ***Only Applies to Schools with this Program
Title I 1003a Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework Time Effort Form	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Title I 1003a grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details.

Title I - McKinney Vento

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Homeless/Neglected Fiscal Data	Epicenter	Homeless-Neglected Fiscal Data	Task to request funds from the SPCSA McKinney-Vento set aside (Title IA) and to provide information on educationally related support services provided in the current school year for Homeless/Neglected students enrolled in your school. Required to determine SPCSA McKinney-Vento set-asides from Title I funds. Complete attached form and submit to Epicenter to request McKinney-Vento Set Aside Funds. Your request MUST include data on associated school expenditures/costs above and beyond funds that support basic education (i.e., DSA). Funds can only be

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			requested for currently enrolled homeless or neglected students. School expenditures for homeless/neglected students may include fees for extra-curricular activities, class or school fees, transportation costs, needed clothing and supplies costs, or other costs that enable homeless/neglected students to attend school and participate fully in school activities. Contact your assigned EPP or the Finance EPP with questions.
McKinney Vento Attestation	Epicenter	Mckinney-Vento Attestation of Compliance	Submit the annual School Performance Plan for the current school year. NRS 385.357
McKinney Vento Data Collection	Epicenter	Mckinney-Vento Data Collection Form	Submit the Mckinney-Vento Data Collection form. This information comes from the previous school year.
McKinney Vento Needs Assessment	Epicenter	Charter and SPCSA school needs assessment mv-11.4.18EDITS	State Charter School Leaders should undertake an annual review of data and activities in their school campus/building to ensure that the Education for Homeless Children and Youth (EHCY) program is identifying and meeting the needs of homeless children and youth. This needs assessment tool provides a series of questions to determine the status of services for homeless children and youth and to identify where to focus efforts to meet the most critical needs of these students. This questionnaire should be used in conjunction with a review of data that provides the numbers of homeless children and youth and their identified primary nighttime residence, absenteeism, discipline referrals, drop-out rate, and level of academic proficiency. This tool is designed to be customized to fit your school/program. You may find that you have more information for some areas than others, or that some of your responses are based more on what you know from experience (and others' experience), rather than hard data. This needs assessment will provide SPCSA and NDE with necessary data and information to support your school site's McKinney Vento needs and population. Please complete each section as thoroughly as possible. Please do not leave any section unfilled.
McKinney-Vento Annual Monitoring	Epicenter	McKinney-Vento Monitoring Document	Submit school's McKinney-Vento Annual Monitoring documentation. The NDE Title I (Education of Homeless Children and Youth -McKinney-Vento Act) Department requests the information each school year from ALL SPCSA schools. Please respond to all document(s) sections and components. Contact your assigned EPP with questions.

Title II

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title II Grant Sub-Award Amendment Request	Epicenter	Description of Additional Title IIA Activities and Federal Grant Amendment Form	<p>Submit the Federal/State Grant Amendment Form to Epicenter during an open Amendment Request Period. If required, complete and submit a 'Description of Additional Title IIA Activities' along with the Amendment Form.</p> <p>***Only Applies to Schools with this Program</p>
Title II Grant Sub-Award Application	Epicenter	Budget Data Guidance Document, SPCSA FY 21 Title IIA Sub-Award Proposed Budget Data, SPCSA subward process timeline, SPCSA Title IIA Grant Sub-Award Guidance Document 5-19, and Title II FY 21 SPCSA Sub-Award Application.	<p>Task for eligible schools to apply for SPCSA Title IIA grant sub-award funds. Submit to Epicenter the 2 (two) required components of the SPCSA Title IIA grant sub-award application: Written Application (Word Document), SPCSA Title IIA Grant Sub-Award Guidance Document (reference), Proposed Budget Data Spreadsheet (Excel Document), Budget Data Guidance Document (reference)</p> <p>Title IIA funds are allocated at the charter holder (network/school) level. Allocation amounts were determined according to the following methodology: Based 20% on total enrollment of students and 80% on enrollment of low-income students (data source: school reported FRL data from October 2018; Note: 18-19 CEP FRL data was used for CEP schools).</p> <p>***Only Applies to Schools with this Program</p>
Title II Grant Subaward	Epicenter	See Epicenter	<p>Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter.</p> <p>***Only Applies to Schools with this Program</p>
Title II Mid-Year Evaluation	Epicenter	See Epicenter	<p>Submit the schools detailed mid-year evaluation of the progress that has been made so far this school year according to your school Title II evaluation plan. It will be necessary to provide documentation such as narrative, charts, graphs or other data that supports the progress that has been made without student identifiable information.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title IIA Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework Time Effort	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Title IIA grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with questions. Paraprofessionals MUST provide a description of re-purposed duties or assignments in the attached form. Completion and submission of the attached form is required to receive reimbursement of salaries and/or benefits from the SPCSA for services rendered.
Title IIA Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Task to request reimbursement for subawarded Title IIA grant funds. Submit into Epicenter the monthly Title IIA Reimbursement Request. Submissions must include:</p> <ol style="list-style-type: none"> (1) Reimbursement Request Spreadsheet (2) Attestation, (3) all applicable backup documentation. <p>Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title IIA subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title IIA grant subaward document is received by the SPCSA.</p> <p>NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance.</p> <p>Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p> <p>***Only Applies to Schools with this Program</p>
Title IIA Semi Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	<p>Task to submit a semi-annual record of time & effort. Submit the Title IIA semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Semi-Annual FALL Certification Period: July - December (DUE January), Semi-Annual SPRING Certification Period: January-June (Due July), Semi-Annual SUMMER Certification Period: July-August (Due September -- only if needed for summer programs). *DOWNLOAD AND USE THE UPDATED RESOURCE FILE TO COMPLETE THIS TASK. OLD FORMS WILL NOT BE ACCEPTED!*</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title II Mid-Year Program Monitoring	Epicenter	See Epicenter	Task to report on the effectiveness of Title II program for the current school/fiscal year. Submit into Epicenter a mid-year summary of the progress that has been made so far this school year as relevant to your: Title II program SMART goals. Use the form that is available when you open the Epicenter task.
Title II Program Evaluation	Epicenter	See Epicenter	Submit the annual Title II Program Evaluation form. Use the form that is available when you open the Epicenter task.

Title III

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
EL Reclassification	Epicenter	District Sample Letter – See Guidelines for further information	<p>Submit completed documents for any student who has been reclassified using the EL Reclassification procedures outlined in the attached PowerPoint presentation. Use Tool 8 – Monitoring English Learner Progress in Core Content Areas and Nevada EL Flowchart Protocol 8c. If your school does not have any students being reclassified using this procedure, upload a memo to that effect.</p> <ul style="list-style-type: none"> • District Sample Letter EL Exit Criteria (Reclassification)_Edited, • District Sample Letter -EL Alternative Pathway Content Criteria (Reclassification)_Edited, Nevada EL Flowchart Protocol (Reclassification) 8c - 11-16-17_(SPCSA), • Title III Directors Webinar EL Alternative Exit Procedure PPT 11.15.17, and • Tool 8 - Monitoring English Learner Progress in Core Content Areas (Protocol 8c and 10a) Updated 11-16-17_Edited.
Title III (B) ELL Plan/Policy	Epicenter	ELL Plan-Policy Criteria	<p>Required reporting for Title III grant programs. Submit to Epicenter a School Title III ELL Plan/Policy that includes the information outlined in the ELL Plan-Policy Criteria Resource Document. Your submission must contemplate the following sections: Process Criterion - the process for the development of this policy must include evaluation of relevant research and consultation with teachers, school administrators and parents, Vision - Vision/Purpose/Philosophy: Statement that describe the school's overarching approach to serving its English Learner (EL) students, Desired Outcomes - Desired Outcomes/Expectations Definitions, Terms, & Acronyms - Definitions of Terms and Acronyms, Associated Documents - Corresponding (or Integrated) District EL Service Delivery Plan and/or Operational</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			Guide, Interim Assessment(s) - Interim Proficiency Assessment/Evaluation, Classroom Assessment(s) - Classroom assessment of ELs Your School Title III ELL Plan/Policy must be approved by the Board of Trustees.
Title III (E) Program Services	Epicenter	Title III E Program Services Documents and Title III E Program Services Resources	Submit school's Title III Program Services documentation. NDE Title III Department requests the information each school year from ALL SPCSA schools. Contact your assigned EPP with questions. Complete each Title III Program Services document (10 total) using the associated resources files. Please respond to all document(s) sections and components. DO NOT leave any section blank. Submit all documents to Epicenter. ZIP file with all 10 documents preferred. Include school/campus name and document name in the saved name for each document in the ZIP folder or for each file submission.
Title III (F) EL Parent Participation	Epicenter	EL Tool Kit Chapter 10 Meaningful Communication, f.2 Understandable parent communication, f.3 EL Parent Advisory Participation, f.4 Family Engagement, OCR DOJ Parent Factsheet.	Required reporting for Title III programs. Schools have an obligation to communicate meaningfully with parents of ELs and to notify them adequately of information about any program, service, or activity called to the attention of non-EL parents. Schools are required to provide opportunities for the parents or legal guardians of ELs to participate in the program. Schools should consult with parents in an advisory capacity regarding EL programs. Use the attached resource files and submit to Epicenter. Complete and submit the f.2 Understandable Parent Communication Template. The template can be located under "Resources". Submit samples of communication between school and parents of ELs. Complete and submit the f.3. EL Parent Advisory Participation Template. The template can be located under "Resources". Submit samples of meeting minutes, sign-in sheets, agendas, etc. Complete and submit the f.4 Family Engagement Template. The template can be located under "Resources". Submit samples of sign-in sheet, agenda, event flyer, activity description, etc.
Title III Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework Time Effort Form	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Title III LEP or IMM grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with questions. Paraprofessionals MUST provide a description of re-purposed duties or assignments in the attached form.
Title III Assurances	Epicenter	Title III Assurances	NDE required assurances for schools receiving Title III funds. Required as part of fiscal monitoring of Title III grant programs. Complete the attached form. A signature is required from an authorized school representative. Contact Kerry Howard (khoward@spcsa.nv.gov) with questions.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title III Data Collection	Epicenter	C116 Title III Served-LIEP and CPSR Title III Services & English Language Instructional Programs	Required Performance Reporting to NDE for EL students. Applicable to ALL schools, whether or not Title III funding is received. Please complete the attached forms. The data collected is based on SY 18-19. Please note the following items need to be reflected accurately: CCSR Title III Services & English Language Instructional Programs Template. The sum of Question 2 and Question 3 should be equal to the sum of Question 1. Under Title III law, the ELPA participation is expected to be 100%, except if there is a medical emergency (refer to Question 3 and Question 5). C116 Title III Served – LIEP Template: The count by grade in the excel template should match the count by grade table in the CCSR Title III Services & English Language Instructional Programs template.
Title III EL Grant Subaward	Epicenter	See Epicenter	Task to submit executed Title III EL subaward document. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter.
Title III EL Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Task to request reimbursement of subawarded Title III EL funds. Submit into Epicenter the monthly Title III EL Reimbursement Request. Submissions must include: (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title III EL subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title III EL grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.
Title III ELL Grant Sub-Award Application	Epicenter	Budget Data Guidance Document, SPCSA FY 21 Title III Sub-Award Proposed Budget Data, and Title III FY 21 SPCSA	Task to apply for Federal Title III ELL grant sub-award funds. The FY 21 Title III Grant Sub-Award Application has TWO required components (submit to Epicenter): TITLE III WRITTEN APPLICATION -- Title III FY 20 SPCSA Grant Sub-Award Application, Proposed Budget Data Spreadsheet – SPCSA FY 21 Title III Sub-Award Proposed Budget Data, Budget Data Guidance Document (reference) FY 21 Title III funds are allocated at the charter holder (network/school) level. Allocation amounts were determined according to the following methodology: Title III EL - Based on number of students EL students (data source: WIDA Access data, May 2021).

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		Sub-Award Application	
Title III Grant Sub-Award Amendment Request	Epicenter	Federal Grant Amendment Form	Submit the Federal/State Grant Amendment Form to Epicenter during an open Amendment Request Period.
Title III IMM Grant Subaward	Epicenter	See Epicenter	Task to submit executed Title III IMM subaward document. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter.
Title III IMM Reimbursement Request	Epicenter	Federal Regulation Attestation	<p>Task to submit executed Title III IMM subaward document. Submit into Epicenter the monthly Title III IMM Reimbursement Request. Submissions must include:</p> <ol style="list-style-type: none"> (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. <p>Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title III IMM subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title III IMM grant subaward document is received by the SPCSA.</p> <p>NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p>
Title III Immigrant Grant Sub-Award Application	Epicenter	Budget Data Guidance Document, SPCSA FY 21 Title III Sub-Award Proposed Budget Data, and Title III FY 21 SPCSA Sub-Award Application	<p>Task to apply for Federal Title III Immigrant grant sub-award funds. The FY 21 Title III IMM Grant Sub-Award Application has TWO required components:</p> <p>TITLE III IMM WRITTEN APPLICATION, Title III FY 21 SPCSA Grant Sub-Award Application Proposed Budget Data Spreadsheet – SPCSA FY 21 Title III Sub-Award Proposed Budget Data, Budget Data Guidance Document (reference), FY 21 Title III IMM funds are allocated at the charter holder (network/school) level. Allocation amounts were determined according to the following methodology. Title III IMM – Based on number of Immigrant students (data source: Immigrant student counts reported by schools per NDE memo, March 15th, 2021).</p>
Title III Immigrant Student Count	Epicenter	Title III Immigrant Student Count	To comply with ESSA and to determine Title III Immigrant allocations, we request your report/count of all Immigrant students enrolled in your school as of the school day March 9, 2020. See attached memo document for directions and count.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title III Mid-Year Program Monitoring	Epicenter	See Epicenter	Task to report on the effectiveness of Title III program for the current school/fiscal year. Submit into Epicenter a mid-year summary of the progress that has been made so far this school year as relevant to your: Title III program SMART goals as submitted in your subaward application. It will be necessary to provide documentation such as narrative, charts, graphs or other data that supports the progress that has been made. The results from any interim assessments or evaluation tools should be included. Title III approved budget and current level of spending.
Title III Mid-Year Program Monitoring	Epicenter	See Epicenter	Task to report on the effectiveness of Title III program for the current school/fiscal year. Submit into Epicenter a mid-year summary of the progress that has been made so far this school year as relevant to your: Title III program SMART goals. Use the form that is available when you open the Epicenter task.
Title III Program Evaluation	Epicenter	See Epicenter	Submit the annual Title III Program Evaluation form. Use the form that is available when you open the Epicenter task.
Title III Semi Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	Task to submit a semi-annual record of time & effort. Submit the Title III (LEP or IMM) semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Semi-Annual FALL Certification Period: July - December (DUE January), Semi-Annual SPRING Certification Period: January-June (Due July), Semi-Annual SUMMER Certification Period: July-August (Due September -- only if needed for summer programs) *DOWNLOAD AND USE THE UPDATED RESOURCE FILE TO COMPLETE THIS TASK. OLD FORMS WILL NOT BE ACCEPTED!*

Title IV

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title IVA Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework TimeEffort Form	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Title IVA grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			questions. Paraprofessionals MUST provide a description of re-purposed duties or assignments in the attached form.
Title IVA Amendment Request	Epicenter	Federal-State Grant Amendment Form	<p>Task to upload an amendment request for Title IVA funds. Complete the attached amendment request form and submit to this task. This task is not acquired through compliance; submission of amendment requests is optional. Please contact the Fiscal EPP or Grant Program EPP with any questions.</p> <p>***Only Applies to Schools with this Program</p>
Title IVA Grant Subaward	Epicenter	See Epicenter	<p>Task to submit official record of subawarded grant funds. Download the provided subaward document and obtain required signatures. Submit the fully executed subaward document in Epicenter.</p> <p>***Only Applies to Schools with this Program</p>
Title IVA Grant Subaward Application	Epicenter	Budget Data Guidance Document, Title IVA Guidance Document, Title IVA Proposed Budget Data, and Title IVA Written Subaward Application	<p>Task to submit a subaward application for Title IVA funds. The two required components of the Title IVA grant subaward application: Written Application Use the attached template to prepare and submit a Title IVA Written Subaward Application for your school/campus. Title IVA Guidance Document (reference), Proposed Budget Data Spreadsheet, Use the attached template to prepare and submit Title IVA Proposed Budget Data for your school/campus. Allocations are given in the attached Proposed Budget Data spreadsheet and Budget Data Guidance Document (reference).</p>
Title IVA Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Submit into Epicenter the monthly Title IVA Reimbursement Request. Submissions must include: (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Title IVA subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Title IVA grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p> <p>***Only Applies to Schools with this Program</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title IVA Semi-Annual Certification	Epicenter	See Epicenter	Task to submit a semi-annual record of time & effort. Submit the Title IVA semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Semi-Annual FALL Certification Period: July - December (DUE January), Semi-Annual SPRING Certification Period: January-June (Due July), Semi-Annual SUMMER Certification Period: July-August (Due September -- only if needed for summer programs). *DOWNLOAD AND USE THE UPDATED RESOURCE FILE TO COMPLETE THIS TASK. OLD FORMS WILL NOT BE ACCEPTED!*
Title IVA Mid-Year Program Monitoring	Epicenter	See Epicenter	Task to report on the effectiveness of Title IVA program for the current school/fiscal year. Submit into Epicenter a mid-year summary of the progress that has been made so far this school year as relevant to your: Title IVA program SMART goals. Use the form that is available when you open the Epicenter task.
Title IVA Program Evaluation	Epicenter	See Epicenter	Submit the annual Title IVA Program Evaluation form. Use the form that is available when you open the Epicenter task.

ESSER Grant

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
ESSER Funds Subaward Application	Epicenter	SPCSA ESSER (CARES act) Proposed Budget Data, SPCSA ESSER (CARES act) Summary Guidance Final, SPCSA ESSER Subaward Application - LongTerm	Task to submit application for allocation of ESSER funds. Complete and submit the required application components - a written plan (long-term, short-term, or both) and a proposed budget data spreadsheet. Refer to the guidance documents as needed. Contact the grant program coordinator for assistance.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		Plan FY2021, and SPCSA ESSER Subaward Application - Short Term Plan (March-June 2020)	
ESSER Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Task to request reimbursement for approved ESSER expenditures. Submissions must include (1) Reimbursement Request Spreadsheet, (2) Attestation, and (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, ESSER subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed ESSER grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.

State Grants: New Nevada Funding Plan (SB178)

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
SB 178 Desktop Monitoring	Epicenter	SB 178 Desktop Monitoring Directions and Guidance and SB 178 Schools Desktop Monitoring Tool_02-20-2020	Required reporting for the New Nevada Education Funding Plan. Use the attached template and resource files to complete the required report on New Nevada Plan Education Funds.
SB 178 SPP Addendum	Epicenter	Final_SB178_list_070119, Revised SB 178 Allocations Guidance Memo, and SB 178 Extended Learning Opportunities Guidance	Required reporting for SB 178 funds. Please see Appendix B of the attached guidance document - Extended Learning Opportunities for SB 178. Schools receiving SB 178 are REQUIRED to complete the School Performance Plan Addendum (Appendix B) and submit to Epicenter. A list of schools receiving SB 178 funds and the current NDE SB 178 guidance document is also available as a resource file. Please contact the F & O Director or Fiscal EPP with questions.

State Grants: Nevada Ready Pre-K

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Nevada Ready Pre-K Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Task to request reimbursement for subawarded Nevada Ready Pre-K grant funds. Submit into Epicenter the monthly Nevada Ready Pre-K Reimbursement Request. Submissions must include (1) Reimbursement Request Spreadsheet, (2) Attestation, and (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current, executed, Nevada Ready Pe-K subaward document. Reimbursement Request Spreadsheets will only be provided (as individual resource documents in Epicenter) after a fully executed Nevada Ready Pre-K grant subaward document is received by the SPCSA. NOTE: The SPCSA will accept retroactive reimbursement requests from July 1 that are included in the FIRST Reimbursement Request task made available for the

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			<p>current grant period of performance. Any other Retroactive Reimbursement Requests submitted during the grant period of performance WILL NOT be accepted without prior approval of authorized SPCSA staff.</p> <p>***Only Applies to Schools with this Program</p>
Nevada Ready! Grant Application	Epicenter	Nevada Ready! Grant Application 2020-21	<p>Please complete the Nevada Ready! 2020-21 application in order to be eligible to receive funding for the 2020-21 school year. When building your budget please use the projected figure of \$8,431.25 per pupil. As a reminder, no Special Education services may be included in your projected budget. Please utilize information provided by your identified Quality Ratings Improvement System (QRIS) coach as a guide for all expenditures including supplies, professional development, etc. Upon submission, your application will be reviewed and timely feedback will be provided with possible amendments requested as deemed necessary. Funding for this grant is contingent upon the issuance of a subgrant from the SPCSA and is equally contingent upon the submission of required documentation in a timely manner as well as the determination of allowable expenditures as defined by the Nevada Ready! Grant.</p>
Pre-K Grant Subaward Amendment Request	Epicenter	Federal Grant Amendment Form	<p>Submit the schools sub grant amendment request using the Federal Grant Amendment Form. Compliance will not be used for the requirement.</p> <p>***Only Applies to Schools with this Program</p>
Pre-K Signed Memorandum of Agreement	Epicenter	Pre-K MOA - Charter Schools	<p>Download the attached resource document (Memorandum of Agreement) and get it signed by both the board president and the lead administrator.</p>
Pre-K Sub Grant Award	Epicenter	See Epicenter	<p>Submit the school's fully executed sub grant award.</p> <p>***Only Applies to Schools with this Program</p>
PreK Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework TimeEffort Form	<p>Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Nevada Ready PreK grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with questions. Paraprofessionals MUST provide a description of re-purposed duties or assignments in the attached form. Completion and submission of the attached form is required to receive reimbursement of</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			salaries and/or benefits from the SPCSA for services rendered.
Semi-Annual Certifications for Pre-K	Epicenter	Semi-Annual Time & Effort Certification	Task to submit record semi-annual certification of time & effort. Submit the Pre-K semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Semi-Annual FALL Certification Period: July - December (DUE January), Semi-Annual SPRING Certification Period: January-June (Due July), Semi-Annual SUMMER Certification Period: July-August (Due September -- only if needed for summer programs). *DOWNLOAD AND USE THE UPDATED RESOURCE FILE TO COMPLETE THIS TASK. OLD FORMS WILL NOT BE ACCEPTED!*

State Grants: Zoom

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Zoom Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework TimeEffort Form	Task to provide additional Time & Effort documentation for Telework per the Policy for the Payment and Reimbursement of Salaries and Benefits Supported by Current Active Federal and Non-Federal Awards and Subawards Under Unexpected or Extraordinary Circumstances. All staff with 1.0 FTE salaries and/or benefits supported by the Zoom grant (or currently covered by a semi-annual certification or fixed schedule semi-annual certification) must complete the attached form. See attached policy for details. Contact the Fiscal EPP with questions. Paraprofessionals MUST provide a description of repurposed duties or assignments in the attached form. Completion and submission of the attached form is required to receive reimbursement of salaries and/or benefits from the SPCSA for services rendered.
Zoom Grant Subaward	Epicenter		Official notice of grant subaward for Zoom funds. Download the provided subaward document. Fill in the EIN and Dun & Bradstreet number for the school; obtain required signatures. Submit the fully executed subaward document in Epicenter. ***Only Applies to Schools with this Program
Zoom Grant Subaward	Epicenter	SPCSA FY 20 Zoom Sub-Award Proposed	Task for applying for Zoom grant sub-award allocation. **See Attached Zoom Guidance Page for Additional Information** Prepare and Submit the Following Documents to Epicenter:

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Application		Budget Data, Zoom Application 19-20, and Zoom Guidance	<p>1. FY 20 Zoom Grant Sub-Award Proposed Budget Data (spreadsheet) 2. Zoom Template 1 (Participation Table) 3. Zoom Template 2 (Action Plan) 4. Appropriate Form(s) that describe the Zoom programs & services implemented by the charter school. Form B: Acquisition of Reading Assessment Tools and/or the Implementation of Technology- based Tools to Support EL Student Learning, Form C: Professional Development, Form D: Summer School or Before/After School Activities, Form E: Family Engagement Opportunities, Form F: Offer Recruitment and Retention Incentives, and Form G: Other Evidenced-based Programs as Approved.</p> <p>***Only Applies to Schools with this Program</p>
Zoom Grant Subaward Amendment Request	Epicenter	Federal Grant Amendment Form	<p>Submit a completed Federal/State Grant Amendment Form within an open Amendment Request Period.</p> <p>***Only Applies to Schools with this Program</p>
Zoom Mid-Year Evaluation	Epicenter	See Epicenter	<p>Submit into Epicenter the schools detailed mid-year evaluation of the progress that has been made so far this school year according to the Zoom plan. Use the form provided.</p>
Zoom Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	<p>Task to request reimbursement for Nevada Zoom Program English Language Learner Funding. Submit into Epicenter the monthly Zoom Reimbursement Request. Submissions must include (1) Reimbursement Request Spreadsheet, (2) Attestation, (3) all applicable backup documentation. Reimbursement Requests must be for approved, allowable expenditures as given on the current Zoom subaward document.</p> <p>***Only Applies to Schools with this Program</p>
Zoom Semi-Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	<p>Task to submit a semi-annual record of time & effort. Submit the Zoom semi-annual certification for employees who have worked solely on a single cost objective. Reimbursement requests for salaries, hourly wages, and benefits will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Semi-Annual FALL Certification Period: July - December (DUE January), Semi-Annual SPRING Certification Period: January-June (Due July), Semi-Annual SUMMER Certification Period: July-August (Due September -- only if needed for summer programs).</p> <p>*DOWNLOAD AND USE THE UPDATED RESOURCE FILE TO COMPLETE THIS TASK. OLD FORMS WILL NOT BE ACCEPTED!*</p>

YEARLY REPORTING REQUIREME NTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Zoom Annual Reporting	Epicenter	See Epicenter	Submission Instructions: Please complete the attachments under “Resources.” Contact your Fiscal EPP with any questions.