

Reporting Requirements Manual for SPCSA Schools: 2021 - 2022

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. 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).

2. Certificate of Completion

- Check the "I certify that this requirement has been completed" checkbox.

3. 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.

4. 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.

5. 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.

6. Educational Management Organization (EMO)

- A for-profit entity that contracts with and is accountable to the governing body of a charter school to provide centralized support or operations, including, without limitation, educational, administrative, management, compliance or instructional services or staff, to the charter school. *(See NRS 388A.030 as amended by Assembly Bill 420 from the 2021 Legislative Session)*

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. Epicenter

- The State Public Charter School Authority's (SPCSA) document management system used to collect mandated reports from its sponsored charter schools.

9. Grants Management System (GMS)

- The GMS is the SPCSA's new web-hosted software application for submitting grant applications, requesting amendments, submitting reimbursement requests, and managing the status of submissions. The GMS is located here:
<https://spcsaprod.dynamics365portals.us/>

10. Nevada Department of Education (NDE)

- The NDE is the State Education Agency (SEA). Certain reports must be submitted to the NDE in addition to uploading into Epicenter.

11. 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.

12. 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.

13. 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.

14. 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.

Charter Authorizing

YEARLY REPORTING REQUIREMENT DOCUMENT	SUBMISSION	FORM	GUIDELINES
Board Member Update Certification Authorizing Team	Epicenter	No Form Provided	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: (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. 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
New Board Member Disclosure	Epicenter	Board Member Disclosure Form	Upon appointment, board members are required to disclose any conflicts of interest concerning the person or any family member of the person and a charter management organization, educational management organization or other person with which the governing body of the charter school has entered into a contract to provide services. New board members must complete the Board Member Disclosure form within 10 days of appointment to the board.
Governance Training	Epicenter	Governance Training Form	Each member of the governing board of each charter school is required to complete governance training provided by the SPCSA or an organization identified by the SPCSA at least every 3 years. Complete the Governance Training form to indicate the last time each governing board member received training and who provided the training.
Board Policy and Procedures Manual and Code of Ethics	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.

YEARLY REPORTING REQUIREMENT DOCUMENT	SUBMISSION	FORM	GUIDELINES
Authorizing Team/Legal Team			
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.
Board Meeting Calendar Authorizing Team	Epicenter (Board Meeting Information Folder)	No form provided	Submit a board approved board meeting calendar for the approaching school year. A minimum of one board meeting per quarter is required.
Criminal Background Checks Certification	Epicenter	Certificate of Completi on	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.
Parent Handbook/ Student Handbook Authorizing Team	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 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.
Constitution ally Protected Prayer / Religious Expression	Epicenter	No Form Provided	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.
Student Lottery Application, Policy, and Lottery Date Authorizing Team	Epicenter	No Form Provided	Submit the proposed application to be used for students to submit names to the lottery for the upcoming school year. This application should be compliant with NRS 388A.453 and NRS 388A.456 in addition to R131-16. An application should be uploaded to Epicenter for SPCSA staff review and approval. Please submit the board-approved lottery policy and list the date of approval for the lottery policy in the notes section of Epicenter.

YEARLY REPORTING REQUIREMENT DOCUMENT	SUBMISSION	FORM	GUIDELINES
			Along with the lottery application and policy, please provide the lottery opening date, lottery closing date, and the date the lottery will be held on. These key dates will be posted and available on the SPCSA website and should be easily accessible on individual school websites as well.
EMO Revenue Expenditure Report Authorizing Team	On File at School, Schools Governing Body, Epicenter Certificatio n of Completion (EMO Folder)	EMO Revenue and Expenditur e Form	<p>Please submit a report that states the amount of money paid by the school to the EMO in the current and immediately preceding fiscal years, and the amount of money received by the EMO and expenditures of the EMO relating to carrying out the contract. The report must also include information on any contract between a member of the governing body of the charter school and any other charter school, sponsor, CMO or EMO. An EMO must provide the report to the school's governing body.</p> <p>Additionally, this report must be posted to the school's website pursuant to AB 419(6) from the 2021 Legislative Session.</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>
EMO Evaluation Authorizing Team	On File at School, Epicenter	No form provided	If the school contracts with an EMO, the school shall evaluate the performance and submit the evaluation to the SPCSA. In addition, the governing body must submit a letter describing the services provided by the EMO and describing whether the governing body of the charter school is satisfied with the contractual relationship with the EMO. This report is not required of first year schools or schools that do not contract with an EMO.
Employee Information for ALL staff Authorizing	Epicenter (Staff Information Folder)	ALL Employee Informatio n Report.xls x	<p>Complete and submit to Epicenter the Employee Information Template for your school. For schools with multiple campuses, one template can be completed for each campus.</p> <p>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.</p>
Annual Website Certification	Epicenter	Annual Website Certificatio n form	Each year, charter school leaders must certify that they have posted certain required information on the school's website. Please note that the SPCSA will annually check school websites to confirm these requirements have been met.

Finance

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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.
Quarterly Year to Date Financial Statements 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.
Report of Budget 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.
Trial Balance Sheet	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.
Annual Independent Audit Report 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.
Single Audit for Federal Programs Finance and Operatons	Epicenter	No Form provided	Submit a copy of the required federal single audit for the given state fiscal year. Charter schools with combined federal program expenditures of \$750,000 or more must obtain a single audit that is separate from the annual independent (fiscal) audit.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Capital Improvement Plan 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.
NCES/F33 Report 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.
Tentative Budget Authorizing Team	NDE, Epicenter (Financial Folder)	Forms located at: http://www.doe.nv.gov/CharterSchools/	Submit tentative budget for the ensuing fiscal year to their governing body and Department of Education.
Final Budget Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	Forms located at: http://www.doe.nv.gov/CharterSchools/	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	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 . Then, <i>post a notice to the school's website that the school has conducted a review and update of the EOP. DO NOT post the emergency operations plan on the school website. EOPs should only be shared with law enforcement and emergency personnel, not with the general public.</i>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
School Support			<p>If a school has more than one campus this reporting requirement must be submitted for each campus.</p> <p><i>Note that membership of the emergency operation development committee must now include at least one representative of the county or district board of health in the county in which the school district or charter school is located.</i></p>
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 will send a Notice of Completion to the Nevada Department of Education, Office for a Safe and Respectful Learning Environment. Send Notice of Completion to Laura Hutchinson at lhutchinson@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 on the school's website showing the annual review is completed (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>
Immunizations Certification School Support	Epicenter, Nevada State Division of Public and Behavioral Health (Student Information Folder)	Web form at: https://www.vfcnevada.org/for-schools/	<p>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 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.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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. 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. 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>
Annual Asbestos Periodic Surveillance Log Authorizing Team	On file at school, Epicenter Certificate of Completion (Facilities Management Folder)	No form provided	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>
Fire and Health Inspections Authorizing Team	On file at school, Epicenter Certificate of Completion (Facilities Management Folder)	No form provided	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>
Proof of Insurance - Affidavit of Insurance Coverage, Certificate of General Liability Insurance, and Certificate	Epicenter (Facilities Management Folder)	Affidavit for Provision of Insurance Coverage	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;

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
of Worker's Compensation Authorizing Team			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 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
The Second AB 289 (2019) Required LEA Report for NDE Read by Grade 3 – AB 289 Report	Epicenter Certification of Completion Submit report to NDE – RBG3: mrincon@doe.nv.gov	Use document (s) in Epicenter to complete this task.	Prepare a report and certify report submission to NDE per AB 289: “To report on the number and percentage of students at each public elementary school within the LEA who: <ul style="list-style-type: none"> 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; and received educational programs or services described in written notification to the student’s parent/legal guardian at each grade level and whose reading proficiency: <ul style="list-style-type: none"> <u>did not improve</u> at a rate prescribed by the LEA, indicating a need for more intensive or different interventions; and <u>improved</u> at a rate prescribed LEA, indicating progress toward reading at grade level.” Post report to school website.
Read by Grade 3 – Local Literacy Plan	Epicenter Certification of Completion Submit to NDE – RBG3: klaxalt@doe.nv.gov	RBG3 Smart Start Implementation Guide 9-19.pdf	Submit to NDE a 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.
2021-22 School Year(Reopening and Path Forward) Plan(s)	Epicenter	Submit Plan(s) and Completed Certification	Schools are required to submit a 2021-22 School Year Plan that addresses 1) The Safe Reopening of School Buildings and addressing the impacts of COVID-19 on student learning, 2) How the school will serve students through distance learning that are unable to participate in-person, and 3) How the school will serve students through distance learning in the event of an emergency closure. Review the document “Guidance for Reopening and Path Forward Plans SY2021-22” as well as Guidance Memo 21-02 for additional details. In addition, please complete and submit the “Directive 044 Certification – Charter Schools”.
Distance Education Report	School Districts, Epicenter Certification of Completion	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. <u>This report pertains to schools who operate only distance education.</u>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
	(Accountability Folder)		
OPAL Licensed Persons Report School Support	OPAL Epicenter (Staff Information)	Licensed Personnel Reporting Sample Spreadsheet. xlsx Licensed Personnel Report Formatting Instructions. pdf Licensed Personnel Report Upload Instructions. pdf Correlation Directory	<p>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.</p> <p>In the notes section of the Epicenter submission, please confirm that all information contained in the Excel Sheet is updated, and current, and has been uploaded in the OPAL system.</p> <p>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 that you have registered so that access can be approved. When access is approved you will receive an email from license@doe.nv.gov with a temporary password. You can use the 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.</p> <p>Refer to Epicenter Submission Detail and Instructions for further information and resource documents.</p>
Quarterly Bullying Report Authorizing	NDE-Office of Safe and Respectful Learning Environment Epicenter (Student Information Folder)	NDE Quarterly Bullying Report Form AB292_EN. pdf	<p>Per NRS 388.1351, section 12-13. Submit report via email to Jennah Fielder, jfielder@doe.nv.gov</p> <p>Collection is set quarterly in Epicenter.</p> <p>Q 1: August, September, and October-Due in November</p> <p>Q 2: November, December, and January-Due in February</p> <p>Q 3: February, March, and April-Due in May</p> <p>Q 4: May, June, and July-Due in August</p> <p>-</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Quarterly Expulsion and Suspension Data Report Authorizing	Epicenter (Student Information Folder)	Quarterly Expulsion and Suspension Reporting Template.xlsx Implementation Guidance Memo	Certify completion of the Quarterly Expulsion and Suspension Data Report to School Board of Trustees in Epicenter by uploading a memo of certification and/or certify completion in notes area. Per NRS 392.462, The principal of each school must report data related to student discipline to the District/School 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.
Plan for Restorative Discipline Authorizing Team	Post to school website NDE, Superintendent of Public Instruction Epicenter (Accountability Folder)	No Plan templates #19-08 AB 168 Implementation Guidance Memo Sample Plan of Action based on Restorative Justice Restorative Plans of Action Information Restorative Discipline Report Form 9.8.pdf	As required by NRS 392.4644 (which was amended by both AB 168 and SB 89) Submit to Epicenter, NDE and post to 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. Additionally, the governing body must adopt a policy for appealing a suspension or expulsion in accordance with statute and guidance from the Nevada Department of Education. This policy must also be posted on the school's website. Submit the Restorative Discipline Plan Report Form. Post Restorative Discipline Plan to school website.
School Performance Plan/Continuous School Improvement Plan Authorizing Team	LCB NDE – Office of Student & School Supports Epicenter (Accountability Folder)	*NEW* SY 21-22 SPP/ Continuous Improvement Plan documents TBA from NDE	* Per NDE, a NEW SPP/Continuous Improvement Process (CIP) will be implemented in the 21-22 school year. All schools are <u>required</u> to use the newly developed SPP/CIP documents, development processes and timelines. TBA: NDE will provide SPP/CIP guidance and documents. Epicenter will be updated to reflect new documents. Contact Sara Jorgensen, sjorgensen@spcsa.nv.gov with questions.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
School Support			
Approved School Calendar Authorizing School Support	Epicenter (School Calendar /Enrollment Folder)	NDE will email school calendar template Calendars for New Schools.zip	<p>Submit school calendar to NDE, Office of District Support; Megan Peterson, meganp@doe.nv.gov AND Rebecca Tims, rtims@doe.nv.gov</p> <p>Per NAC 387.120 calendar submissions are due to the NDE by May 1 of each year.</p> <p>Required documents (if applicable) for the annual school calendar submission</p> <ul style="list-style-type: none"> • Memo addressed to the Superintendent of Public Instruction indicating the first and last day of school, the 3 required contingency dates, and any pre-identified Professional Development dates • Infinite Campus month calendar, PDF • Infinite Campus Day report, excel • Alternative Schedule Application, PDF • Infinite Campus Minutes report, excel
Constitutionally Protected Prayer / Religious Expression	Epicenter	No Form Provided	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.
Personnel Shortages in Education School Support	Epicenter (Staff Information Folder)	TSA_DataCollectionForm_updated.xlsx Correlation Directory	<p>The NDE is requesting information regarding shortages in teaching/subject matter areas in your district/school.</p> <p>The information collected is needed to submit Nevada’s “teacher shortage area” information for designation by the U.S. Department of Education (USDoE).</p> <ol style="list-style-type: none"> 1. Review the TSA_DataCollectionForm_updated.xlsx workbook instructions (first sheet in workbook) prior to completing data sheets. 2. Label your school and campus on the workbook/sheets/file submission 3. Complete the General Education Teaching Shortage Area/Academic Subject Shortage Area data table (second sheet in workbook)

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			<p>4. Complete the Special Education and Related Service Provider Shortage Data Table (third sheet in workbook)</p> <p>Complete only YELLOW highlighted areas.</p>
Annual Unlicensed Staff Report School Support	Epicenter (Staff Information)	Annual Unlicensed Staff Report guidance.docx Annual Unlicensed Staff report.xlsx	Submit to Epicenter the Annual Unlicensed Staff report per guidance document and report format.
Computer Science Education Data Report School Support	Epicenter (Student Information Folder)	SPCSA Charter School - CS Education Data.xlsx	This data is collected annually by NDE and reported to multiple local, state, federal and professional entities. Please utilize the document available in the Epicenter task to complete report data. Complete the document according to school grade level(s) in the workbook sheets/tabs.
College Financial Aid Information and Reporting	Epicenter	College Financial Aid Form	<p>All schools must certify that they provided information to parents and families about the Nevada College Kick Start Program.</p> <p>High Schools must also provide at least two annual events (one in the first week of October and one at the end of February) for 11th grade students to complete the FAFSA. High Schools must report the date of these events and various data regarding the attendance at the events and FAFSA completion.</p>
Work- Based Learning	Epicenter LCB NDE	Work-Based Learning Form	Schools that provide work-based learning programs must report participation in the programs disaggregated by student group. Use the form provided to submit this information. <u>This report is due during odd years only.</u>
Dual Credit	Epicenter LCB	Dual Credit Form	Schools that provide dual credit programs must report information about the program and participation in the programs disaggregated by student group. Use the form provided to submit this information. <u>This report is due during odd years only.</u>
Plan to address lack of access to menstrual products	Epicenter LCB	No Form	Pursuant to AB224 from the 2021 Legislative Session, the board of each charter school must develop a plan to address the lack of access to menstrual products due to affordability and provide equal access. The plan must A) evaluate access to menstrual products, B) include a plan to evaluate effectiveness of the plan, C) be evidence-based, D) be solution-oriented, E) Outline how the school ensure access to menstrual products, and F) outline any curriculum the school may provide regarding access to menstrual products.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			In each odd-numbered year, the school must submit a report on the plan developed.

Assessment and Accountability Reporting

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Annual Testing Calendar	Epicenter (Testing & Assessment Folder)	No form provided	Submit the school's annual testing calendar to Epicenter. If a school has more than one campus this reporting requirement must be submitted for each campus.
Written Notice Regarding Test Security	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 Form	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: (1) the school complies with various statute and regulations related to test security (NRS 390.250 to 390.305 , inclusive, and NAC 390.240), the state test security manual, and the test coordinator/administrator manuals; (2) all personnel involved in administration of state assessments are annually trained in test security and administration; (3) the security of test materials; (4) immediate reporting of test irregularities to the SPCSA; and (5) compliance and cooperation with NDE/SPCSA test security investigations. The SPCSA must provide submitted forms to the NDE by September 15 of each year. If a school has more than one campus this reporting requirement must be submitted for each campus.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			Forms must be retained with the school's test security documentation for three consecutive school years.
Test Security Plan Submission	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. 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>The SPCSA collects these to annually submit, by September 1, to the State Board of Education and the Legislative Committee on Education.</p> <p>If a school has more than one campus this reporting requirement must be submitted for each campus.</p> <p>Plans must be retained with the school's test security documentation for three consecutive school years.</p>
Assessment Confidentiality Certification	On file at school for 3 school years, Epicenter	Sample Assessment Confidentiality Agreement Form	<p>Task must be submitted in Epicenter certifying that charter school personnel authorized to view test content have submitted the NDE prescribed form related to assessment confidentiality.</p> <p>These personnel include those authorized to view test content for (1) the sole purpose of providing specific documented accommodations or designated supports (e.g., read aloud, signing, scribing); or (2) administration of the Nevada Alternate Assessment (NAA) or WIDA; or (3) required presence during test administration (e.g., medical caregivers).</p> <p>The attached sample form does not need to be submitted for each individual, but these should be retained with the school's test security documentation for three consecutive school years.</p>

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
State Assessment Training Certification	On file at school for 3 school years, Epicenter	Sample Acknowledgment of State Assessment Training form	<p>Task must be submitted in Epicenter certifying appropriate charter school personnel have received and reviewed NDE test security and administration training materials for the current school year (typically posted in Bighorn>Resources>Assessments and/or regularly provided by SPCSA staff), and agree to comply with the principles and procedures outlined therein.</p> <p>Personnel that must receive training include: (1) teachers and other educational personnel who provide instruction to pupils enrolled in grade levels required to participate in state assessments, and all other personnel who are involved with the administration of the state assessments (NRS 390.300).</p> <p>The attached sample form does not need to be submitted for each individual, but these should be retained with the school's test security documentation for three consecutive school years.</p>
WIDA Assessment Training Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying all charter school personnel involved in the administration of the WIDA English Learner Assessment have completed the annual required training in the WIDA Secure Portal (https://wida.wisc.edu/login).
Validation Day Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying charter school has validated current school year validation day data.
Nevada Report Card Certification	Epicenter	No form provided	Task must be submitted in Epicenter certifying charter school has (1) uploaded all relevant data for the Nevada Report Card data collections, 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 charter school has (1) provided and/or validated NSPF data throughout the school year such as assessment data, graduation rates, ADAM files, etc., (2) if applicable, reviewed preliminary NSPF data and notified SPCSA staff if systemic errors were found, and (3) if applicable, 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	Epicenter (Facilities)	Special Education Insurance	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

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
or \$25K Set-Aside Authorizing Team	Management Folder)	Affidavit Template	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 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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Special Education Early Childhood (IDEA - b) Reimburse ment Request	Epicenter	Federal/State Reimburse ment Request Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Special Education (IDEA - B) Reimburse ment Request	Epicenter	Federal/State Reimburse ment Request Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
SPED Local Data Plan - 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. <i>*Only applies to schools receiving state GATE funds.</i>
SPED 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 available in Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
SPED 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 available in Epicenter.
SPED 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 available in Epicenter.
SPED Local Data Plan - IDEA Personnel Report School Support	Epicenter	Special Education Personnel Report Template Local Plan Application Data Collections Instructions .pdf Sped Personnel Report File Template.xlsx	Submit the Local Data Plan – IDEA Personnel Report. Use the file and Local Plan Application Data Collections Instructions.pdf that are associated with this Epicenter task.
SPED Local Data Plan - 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.
SPED Local Data Plan - AB	Epicenter	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 available in Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
56 Restraint Report School Support		Restraint Report Template Special Education AB 56 Restraint Definitions. pdf AB56_280 District Report Memo.pdf	
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. Use the associated Epicenter task resource documents to administer training to all staff, regardless of physical/virtual school settings, at the beginning of each school year. All staff who receive Aversive Intervention Training 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> NRS 388.521-388.5317
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 Special Education OT/PT NAC Requirement t	Submit to Epicenter during ODD years per report form guidance. Use forms available in Epicenter task to complete report.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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. <i>*Only applies to schools with a GATE Program</i>
October 1 Validation/ Count Day Reports School Support	Bighorn DVSL	Bighorn> School Folder >SPED Folder NDE/OIE Validation Day Guidance Document.pdf	NDE/OIE provides SPCSA & Charter Schools with preliminary October, 1 Validation Day SPED & GATE reports for schools to review and correct data errors in preparation of count day. <i>*It will be necessary to collaborate with school level accountability staff to complete reports.</i> There are three distinct October 1 counts: <ol style="list-style-type: none"> 1. Funded Count of Students with Disabilities (validated with the DVSL) 2. <u>Federal</u> Count of Students with Disabilities (file submitted via Bighorn) 3. Funded Count of GATE students (validated with the DVSL) Typical errors to review for in the reports include: <ul style="list-style-type: none"> • missing data elements • students age 5 Kindergarten- 21 with E settings OR age 3-5 PreK with B settings • Students over the age of 5 with a primary disability of Developmental Delay • Students over the age of 21 This information is for your review. Any adjustments (additions, deletions, or fixes) with these data sets should be done within your student information systems (i.e. Infinite Campus etc). After making adjustments, and you continue to see errors in your counts, please contact SAIN Support at: 775-687-9199 or submit a helpdesk ticket via Freshdesk Portal (https://freshdesk.com/login)
Special Education Grant Sub-Award Amendment Request	Epicenter	Federal Grant Amendment Form	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
IDEA Special Testing Accommodation Request School Support	Epicenter	Special Testing Accommodations Requests.docx Student IEP	Submit request(s) for IDEA special testing accommodations for Summative (Smarter) Assessment using the Special Testing Accommodation Requests.docx form. Communicate/collaborate with internal school level assessment staff to complete your request. Include IEP with request. Refer to Epicenter details and instructions for further information.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Assessment		For Reference: -IEP/504 Accommodations.pdf -Scribing, Read Aloud Guidelines, and Protocols -Designated Supports	
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.
Special Education (IDEA) Grant Sub-Award Application	Epicenter	Budget Data Guidance Document and SPCSA FY 21 SPED Subaward Application - Proposed Budget Data	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Extended School Year Funds (IDEA-B) School Support Finance/Operations	Epicenter	ESY Budget Template Cover Sheet IEP	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Exceptional Needs Funds (IDEA-B) School Support	Epicenter	Exceptional Needs Budget Template Cover Sheet Student Needs Assessment / Fade Plan IEP	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
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. Complete the review questions, using the documents in Epicenter, to self-report on school site monitoring 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 School Support	Epicenter	See Epicenter	Record of how the charter school assesses all qualified English learners (ELs) on annual academic assessments. Required annual 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: 1. 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. 2. Upload the school's written policy or procedure for verifying recently arrived English Learners (ELs) are exempt from participation in the English Language Art portion of the academic achievement assessment

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I Grant Subaward Amendment Request	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I Neglected/ Delinquent Children School Support	Epicenter	See Epicenter	Satisfies the Title IA: Children from Local Institutions Neglected/Delinquent annual monitoring requirement.. 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 School Support	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 the Epicenter task.
Title I Parent and Family Engagement School Support	Epicenter	Title IA Parent- Family Engagement Monitoring	Task for required Title IA annual monitoring that concern 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). Download the attached resource document. Complete the document by providing all responses in a memo on school letterhead and providing supporting evidence/compliance. Upload responses for all parts to Epicenter.
Title I Parents Right to Know Qualification Notice School Support	Epicenter	Title I Participant Data Form	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.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I Participant Data School Support	Epicenter	Title I Participant Data Form and Title I Participant Data Guidance	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. 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.
Title I Professional Development School Support	Epicenter	See Epicenter	Task to complete Title IA professional development monitoring requirements. 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 school letterhead: 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.
Title I Qualifications of Teachers and Paraprofessionals School Support	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	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. ***Only Applies to Schools with this Program

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title I Students in Foster Care School Support	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).
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 subward 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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title IA Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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.
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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title IA Semi-Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	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. ***Only Applies to Schools with this Program
Title I Program Evaluation School Support	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 Schoolwide Programs School Support	Epicenter	See Epicenter	This task is required as part of annual desktop monitoring for Title I. Complete and submit to Epicenter the document 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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I 1003(a) - Annual Monitoring Requirements	Epicenter	See Epicenter	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
Title I 1003(a) - Award Notification	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I 1003(a) - Original Application	Epicenter	Title I 1003(a) - Original Application	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I 1003(a) Amendment Request	Epicenter	Federal-State Grant Amendment Form	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I 1003(a) Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title I 1003a Affirmation of Time and Effort for Telework	Epicenter	Policy for Salaries-Benefits Under Unexpected Circumstances and Telework	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-

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		Time Effort Form	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 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.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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.
SB 147 Policy	Epicenter	SB 147 – SPCSA Guidance Memo	Required for High Schools only. Senate Bill 147 from the 2019 Legislative Session, now codified in NRS 388A.489, NRS 389.320, and NRS 389.330, established several requirements for supporting students who are homeless, unaccompanied or who live in foster care. SPCSA-sponsored charter high schools are required to establish a policy based on the areas outlined in the guidance document. Submit policy to Epicenter.
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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
		and Federal Grant Amendment Form	
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.	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title II Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title II Mid-Year Evaluation	Epicenter	See Epicenter	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.
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

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
			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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title IIA Semi Annual Certification	Epicenter	Semi-Annual Time & Effort Certification	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!*
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
Title III EL Identification and Reclassification School Support	Epicenter	Title III Desktop Monitoring EL Identification and Reclassification .docx	Use the Epicenter resource documents to complete EL Identification and Reclassification data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Title III EL Policy and EL Plan School Support	Epicenter	ELL Plan- Policy Criteria.doc x English Learner Policy and English Learner Plan.docx	<p>Submit to Epicenter the English Learner Policy and English Learner Plan.docx along with your school's Title III ELL Plan/Policy that includes the information outlined in the ELL Plan-Policy Criteria Resource Document.</p> <p><u>Your submission must contemplate the following sections:</u></p> <ol style="list-style-type: none"> 1. Process Criterion - the process for the development of this policy must include evaluation of relevant research and consultation with teachers, school administrators and parents 2. Vision - Vision/Purpose/Philosophy: Statement that describe the school's overarching approach to serving its English Learner (EL) students 3. Desired Outcomes - Desired Outcomes/Expectations 4. Definitions, Terms, & Acronyms - Definitions of Terms and Acronyms 5. Associated Documents - Corresponding (or Integrated) District EL Service Delivery Plan and/or Operational Guide 6. Interim Assessment(s) - Interim Proficiency Assessment/Evaluation 7. Classroom Assessment(s) - Classroom assessment of ELs 8. Your School Title III ELL Plan/Policy must be approved by the Board of Trustees. <p>NRS 388.407</p>
Title III EL Parent Participation School Support	Epicenter	Title III parent communication.updated. docx EL Tool Kit Chapter 10 Meaningful Communication OCR DOJ Parent Factsheet	Use attached Epicenter resource documents to complete EL Parent Participation data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.
Title III Affirmation of Time and Effort	Epicenter	Policy for Salaries- Benefits Under Unexpected	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

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
for Telework Finance & Operations		Circumstances and Telework Time Effort Form	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 Finance & Operations	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@spsca.nv.gov) with questions.
Title III EL Data Collection -CSPR School Support	Epicenter	Data Collection – Consolidated State Performance Report (CSPR).updated.docx	Use attached Epicenter resource documents to complete Title III EL Data Collection – CSPR data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.
Title III EL Language Instruction Education Program LIEP & Staffing School Support	Epicenter	Title III Language Instruction Educational Program (LIEP) and Staffing.updated.docx	Use attached Epicenter resource documents to complete Title III EL Language Instruction Education Program (LIEP) & Staffing data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.
Title III EL ELD and Content Curriculum School Support	Epicenter	Title III ELD and Content Curriculum. updated.docx	Use attached Epicenter resource documents to complete Title III EL ELD and Content Curriculum data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.
Title III EL Professional Development School Support	Epicenter	Title III Professional Development.updated.docx	Use attached Epicenter resource documents to complete Title III EL Professional Development data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.
Title III EL Evaluation – Programs, Models,	Epicenter	Title III Evaluation- Programs Models and	Use attached Epicenter resource documents to complete Title III EL Evaluation – Programs, Models, and Services data request. Answers all document questions and submit all requested evidence/artifacts to Epicenter.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
and Services School Support		Services.updated.docx	
Title III EL Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title III EL Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
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 Sub-Award Application	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title III Grant Sub- Award Amendment Request	Epicenter	Federal Grant Amendment Form	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title III IMM Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title III IMM Reimbursement Request	Epicenter	Federal Regulation Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title III Immigrant Student Count School Support	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 NDE designated school count day TBA. See attached memo document for directions and count.
Title III Mid-Year	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

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Program Monitoring			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 Semi Annual Certification Finance & Operations	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 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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title IVA Grant Subaward	Epicenter	See Epicenter	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.

YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
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	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
Title IVA Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
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 Plan FY2021, and SPCSA ESSER Subaward Application - Short Term Plan (March- June 2020)	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.
ESSER Reimbursement Request	Epicenter	Federal/State Reimbursement Request Attestation	Please log on to the SPCSA's Grants Management System (GMS) at https://spcsaprod.dynamics365portals.us/ for more information and to complete this requirement.

*****State Grants: New Nevada Funding Plan (SB178)**

****State Programs: With the transition to the Pupil Centered Funding Plan, many state categorical grants have been consolidated into the new funding model. There may be some additional state programs reporting requirements, but NDE is still in the process of determining specific reports and timelines. Additional reports will be added to epicenter as they are communicated by NDE.*

*****State Grants: Nevada Ready Pre-K**

****State Programs: With the transition to the Pupil Centered Funding Plan, many state categorical grants have been consolidated into the new funding model. There may be some additional state programs reporting requirements, but NDE is still in the process of determining specific reports and timelines. Additional reports will be added to epicenter as they are communicated by NDE.*

*****State Grants: Zoom**

****State Programs: With the transition to the Pupil Centered Funding Plan, many state categorical grants have been consolidated into the new funding model. There may be some additional state programs reporting requirements, but NDE is still in the process of determining specific reports and timelines. Additional reports will be added to epicenter as they are communicated by NDE.*