

Google Classroom Submissions for Fiscal Year (FY) 26
(July 1, 2025 – June 30, 2026)

NOTE: File Submissions require a document upload, whereas a Checkbox only requires checking a box to certify that the item was completed.

For all file submissions, please check the date of each file before submitting to ensure that it is the correct file for the submission you are making.

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Monthly

1. FY26 [Month] Board Meeting Agenda and Packet including Financials

Due Date: End of Month

File Submission

Description: Necessary for ongoing monitoring and oversight.

Instructions: Please submit the board packet, including all items listed below. If you did not have a board meeting, please notify MN GUILD by uploading a word document stating “there was no board meeting” in place of the packet. Please include:

1. Board Meeting Agenda
2. Draft Minutes for Approval (to be approved at that month’s meeting)
3. **Monthly Financial Statements** including:
 - a. Current and Budgeted ADM/Pupil Units
 - b. Annual Cash Flow
 - c. Budget to Actual Comparison
 - d. Check Register/Bank Reconciliation
4. All Policies being reviewed and/or approved by the board at the meeting.
5. All other documentation reviewed and/or approved at the board meeting

Important: If your submission contains only the agenda/minutes but not the other board packet materials, it will be returned for resubmission.

In addition, ensure that the board minutes are posted to the school’s website. Minn. Stat. § 124E.07, Subd. 8(b): A charter school shall publish and maintain on the school's official website: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, within 30 days following the earlier of the date of board approval or the next regularly scheduled meeting, and for at least 365 days from the date of publication

*Please also submit the board meeting agenda and packet including financials to MN Guild when sent to the school board **prior to each month’s board meeting**. If sending via email, this can be done by CC’ing jim.zacchini@guildschools.org and buddy.ferrari@guildschools.org.*

Please do likewise for electronic calendar invites to officially include the MN GUILD in all board meetings, regular, standing committee, special, emergency, etc.

July

2. FY26 DIRS Disciplinary Incident Submission (Due 7/31/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. The Disciplinary Incident Reporting System (DIRS) enables both the department and school districts to comply with state and federal reporting requirements for suspensions, expulsions, special education and dangerous weapons. DIRS is a web-based, password-protected system where all public school districts must report

disciplinary incidents that result in suspension or expulsion. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify).

Minnesota Statutes, section 121A.06, Subdivision 3, requires the Minnesota Department of Education (MDE) to annually report on disciplinary incidents, and incidents involving dangerous weapons, that occur in Minnesota public schools. Data for this report is obtained from MDE's Disciplinary Incident Report System (DIRS). Copies of past reports are available below.

Your role must be listed as Superintendent in order to certify the report.

Instructions: The [Disciplinary Incident Submission](#) is to be completed with the MN Department of Education by July 31st each year. After completion, please certify that the Disciplinary Incident Submission was completed by checking the certification box.

3. FY26 Facility Lease-aid Application (Due 7/31/25)

File Submission

Description: All charter schools must apply for lease aid annually. MDE requires Authorizers to oversee compliance concerning leases with sectarian organizations and other matters regarding the accommodation of religion in public schools. MN GUILD must review leases and policies in order to oversee compliance.

Instructions: Upload the annual lease aid application, including the lease agreement.

August

4. FY26 Board Meeting Schedule (Due 8/23/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary to verify compliance with MN Open Meeting Law Chapter 13D for MN GUILD to be aware of board meeting schedule.

Instructions: Post and maintain a list of regularly scheduled board meeting dates for the fiscal year on your website, in order to ensure that your board meetings are public in accordance with MN Open Meeting Law Chapter 13D. By checking the certification box, the school assures that the board meeting schedule is posted and up to date on the school's website.

Updated board meeting schedule: If your board updates its annual board meeting schedule, please include the updated schedule in that month's Board Packet submission.

5. FY26 Board Roster (Due 8/23/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary to help MN GUILD verify compliance with Minn. Stat. § 124E.07 Subd. 3:

(a) The ongoing charter school board of directors shall have at least five members. The board members must not be related parties. The ongoing board must include: (1) at least one licensed teacher; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school.

(b) To serve as a licensed teacher on a charter school board, an individual must:

(1) be employed by the school or provide at least 720 hours of service under a contract between the charter school and a teacher cooperative;

(2) be a qualified teacher as defined under section 122A.16, either serving as a teacher of record in a field in which the individual has a field license, or providing services to students the individual is licensed to provide; and

(3) not serve in an administrative or supervisory capacity for more than 240 hours in a school calendar year.

(c) The board structure must be defined in the bylaws. The board structure may (1) be a majority of teachers under paragraph (b), (2) be a majority of parents, (3) be a majority of community members, or (4) have no clear majority.

(d) The chief administrator may only serve as an ex-officio nonvoting board member. No charter school employees shall serve on the board other than teachers under paragraph (b).

(e) A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

(f) A violation of paragraph (e) renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates paragraph (e) is individually liable to the charter school for any damage caused by the violation.

(g) Any employee, agent, contractor, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing the charter school is ineligible to serve on the board of directors of a school chartered by that authorizer.

(h) An individual is prohibited from serving on more than one charter school board at the same time in either an elected or ex-officio capacity, except that an individual serving as an

administrator serving more than one school under section 124E.12, subdivision 2, paragraph (f), may serve on each board as an ex-officio member.

Instructions: School assures that the board directory is up-to-date and accurate on the school's website, including email contacts for each board member. By checking the Certification Box, the board also assures that the board has completed and reviewed Background Checks on all current board members, and that all current board members are in compliance with State Board Member Training Requirements per Minn. Stat. § 124E.07, Subd. 7.

September

6. FY26 Financial Communication Release (Due 9/1/25)

Checkbox (Checking the box serves as an assurance of completion)

Description: Per MN Guild contract section 6.11, "The School will execute a release to enable The Guild to discuss the School's financial matters with both its external auditor and accounting service provider if any. The School will submit the release to The Guild no later than September 1 of each school year."

If you do not already have such a release in place, your financial service provider should be able to help you get one implemented.

Instructions: By checking the certification box, the school certifies that it has executed a release to enable The Guild to discuss its financial matters with its external auditor and/or accounting service provider.

7. FY26 Annual Secretary of State Registration (Due 9/1/25)

Checkbox (Checking the box serves as an assurance of completion)

Description: Per MN Guild contract section 5.1 and Minnesota Statutes, section 124E.06, schools are required to maintain an "Active" nonprofit status with the State of Minnesota at all times.

Instructions: Please check the box to verify that your school's Secretary of State registration is active.

8. FY26 Charter School Website Compliance (Due 9/30/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Note: All of the information below can be found on MDE's official website checklist, a current copy of which can be found on the Charter School Resources page:

<https://education.mn.gov/MDE/dse/chart/scres/>

Description: Necessary for MN GUILD to be able to verify compliance with the MDE Charter School Website Compliance Checklist, including MN Statute 124E.07 Subd. 8(b) and other statutes referenced in the table below.

Instructions: Ensure the following information and documents are uploaded to and updated on School website (items in bold are additions from recent legislative sessions):

Board and Oversight
The school's board election policies and procedures Minn. Stat. 124E.07, subd. 5
The school's board election dates and voting procedures at least 30 calendar days before the election Minn. Stat. 124E.07, subd. 5
Candidates' names, biographies, and candidate statements at least ten calendar days before the school's board election Minn. Stat. 124E.07, subd. 5
Directory information for the board of directors Minn. Stat. § 124E.07, subd. 8(b)
If applicable, directory information for members and committees having board-delegated authority Minn. Stat. § 124E.07, subd. 8(b)
Meeting minutes of the board of directors Minn. Stat. § 124E.07, subd. 8(b)
If applicable, meeting minutes of members and committees having board-delegated authority Minn. Stat. § 124E.07, subd. 8(b)
The school's authorizer and their contact information Minn. Stat. § 124E.07, subd. 8(b)
Admissions and Lottery
The school's lottery policy and process Minn. Stat. § 124E.11(b)
If applicable, the school's policy for admission of kindergarteners and/or first grade students at an earlier age than the age(s) required by statute Minn. Stat. § 124E.11(d)
Annual Report
The school's annual report approved by the board of directors (Note: This can be combined with the school's world's best workforce report. See below.) Minn. Stat. § 124E.16, subd. 2(a)
The school's world's best workforce report (Note: If not posted to the website, the report must be published in the local newspaper with the largest circulation or by mail.) Minn. Stat. § 120B.11, subd. 5 per Minn. Stat. § 124E.03, subd. 2(i)
If applicable, the school's full-service community school annual report Minn. Stat. 124D.231, subd. 2(d)(2)
Academic Information
A comprehensive calendar of standardized tests to be administered in the charter school during the school year (Note: The calendar must be published at least one week prior to any eligible assessments being administered but no later than October 1.) Minn. Stat. § 120B.301(c)
If applicable, the school's local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals Minn. Stat. 120B.12, subd. 4a

If applicable, the school's full-service community school review report describing efforts to integrate community school programming at each covered school site and the effect of the transition to a full-service community school on participating children and adult. Minn. Stat. 124D.231, subd. 3
The school's student journalist policy Minn. Stat. 121A.8, subd. 4
Management Organizations
If applicable, the final proposed management contract or agreement between a charter school and a charter management organization (CMO) or educational management organization (EMO). (Note: The contract or agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.) Minn. Stat. 124E.16, subd. 3(a)(1)
If applicable, any changes made to the posted contract or agreement described above during the public review and comment period. (Note: The changes to the posted agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.) Minn. Stat. 124E.16, subd. 3(a)(1)
If applicable, any proposed amendment to an adopted management contract or agreement. (Note: The amendment must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the amendment.) Minn. Stat. 124E.16, subd. 3(a)(1)
If applicable, a statement of assurance that no member of the school board, staff, or any agent of the school has been promised or received any form of compensation or gifts from the CMO or EMO and that no board member, employee, or agent of the CMO or EMO or any of the organization affiliates or providers serve on the charter school board. (Note: This statement of assurance must be reposted annually.) Minn. Stat. 124E.16, subd. 3(a)(2)
If applicable, the evaluation of the services provided by the CMO or EMO conducted as part of the independent review and evaluation prior to the end date of the contract or agreement. (Note: The evaluation must be published at least 30 days before the end date of the contract or agreement.) Minn. Stat. 124E.16, subd. 3(a)(3)
Safety and Health
The school's policy to prevent and prohibit student bullying (Note: The policy must be available to all parents and other school community members in an electronic format in the languages appearing on the charter school's website, consistent with the school's policies and practices. If not posted on the school's website, the policy must be made available in another electronic format consistent with the school's policies and practices.) Minn. Stat. 121A.031, subd. 3 per Minn. Stat. 124E.03, subd. 4(c)
If applicable, the school's restrictive procedures plan for children with disabilities (Note: If not posted to the website, paper copies must be available upon request.) Minn. Stat. 125A.0942, subd. 1 per Minn. Stat. 124E.03, subd. 3
If applicable, the school's wellness policy Minn. Stat. 121A.215 per Minn. Stat. 124E.03, subd. 2(a)
A link to information on how to obtain an application and application assistance for Minnesota health care programs (i.e., this link must be included on the charter school's website) Minn. Stat. 256.962, subd. 6
Information on accessing mental health services, including any free or sliding fee providers in the community Minn. Stat. 121A.55(d)
Lead testing and remediation information Minn. Stat. 121A.335, subd. 5(a)
Miscellaneous

If applicable, the collaborative agreement and all accountability measures between the charter school and other entities (i.e., districts, authorizers or charter schools) Minn. Stat. 124E.08(c)
If applicable, the school's policy for purchasing group health insurance coverage Minn. Stat. 124E.12, subd. 5(b)
If applicable, the following information on the school's affiliated nonprofit building corporation (ABC): - o The ABC's name - o The ABC's mailing address - o The ABC's bylaws - o Minutes of board meetings of the ABC - o Names of the current board of directors of the ABC Minn. Stat. 124E.13, subd. 3(b)(3)
If applicable, the school's school meals policy Minn. Stat. 124D.111, subd. 1

Recommended: Updated Bylaws, Student Handbook, Employee Handbook, Language Instruction Educational Program for Serving English Language Learners (LIEP), Conflict of Interest Policy, Nepotism Policy, Fund Balance Policy, Complaint Policy/Procedure

By checking the checkbox, you certify that the required information and documents are up-to-date on the school's website.

9. FY26 Licensure Verification (Due 9/30/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.12 Subd. 1: A charter school must employ or contract with necessary teachers, as defined by section 122A.15, subdivision 1, who hold valid licenses to perform the particular service for which they are employed in the school. The charter school's state aid may be reduced under section 127A.43 if the school employs a teacher who is not appropriately licensed or approved by the board of teaching.

Instructions: Please check the box to verify that you maintain an up-to-date folder including the appropriate license, community expert permission, or variance (printed from the MDE website) for the work that each teacher performs. MDE monitors licensure as well and it is critical to keep the folder updated to verify that all teachers are appropriately licensed for their work at your school. As you know, licensure violations are a very serious issue. Licensure violations can result in loss of funds for your school. Also, by checking the box you are verifying that your teacher information and assignments are up-to-date on your website, as this can often be a source of confusion with visitors to your website. Please remember that a paraprofessional or a teacher finalizing licensure or a permission must be supervised by a licensed teacher at all times (100% of the time) if assisting with instruction of students.

10. FY26 Updated Certificate of Insurance (Due 9/30/25)

File Submission

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.09(c): The commissioner, an authorizer, members of the board of an authorizer in their official capacity, and employees of an authorizer are immune from civil or criminal liability with respect to all activities

related to a charter school they approve or authorize. The board of directors shall obtain at least the amount of and types of insurance up to the applicable tort liability limits under chapter 466. The charter school board must submit a copy of the insurance policy to its authorizer before starting operations. The charter school board must submit changes in its insurance carrier or policy to its authorizer within 20 business days of the change.

Instructions: Provide Certificate of Insurance. The Acord form is sufficient. The actual policy does not need to be submitted. The certificate should clearly show coverages to meet current statutory requirements.

11. FY26 Background Check Certification (Due 9/30/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary for MN Guild to be able to verify compliance with Guild Contract section 6.22: The School agrees to obtain background checks, at the School's or the individual's expense whichever is allowed by Applicable Law, on all potential board members before such members are added to the School Board and provide copies of the background checks(s) to the Guild within ten (10) days of receipt.

Instructions: By checking the box, you certify that background checks have been completed, and no adverse findings discovered, for each board member prior to the start of their first term. Reminder: Copies of new board member background checks should be provided to the Guild within 10 days of receipt. These can be submitted via email attachment to buddy.ferrari@guildschools.org.

12. FY26 District and School Site Verification (Due 9/30/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: The District and School Site Verification System is a web-accessible collection tool that enables updates to the Minnesota Department of Education (MDE) master directory of organizational units, which controls the processing of data on other MDE major systems such as MARSS, STAR, UFARS, FNS, IDEAS, LEVIES and the Report Card. It is essential that contact information be kept up to date through this system as well as MDE-ORG. Please update changes to contact information whenever necessary throughout the year.

Instructions: By checking the box, you are certifying that all of your contact information is updated with the Minnesota Department of Education master directories. If your school contracts with an external service provider, including a management organization (CMO, EMO) the Identified Official with Authority (IOWA) must be a board member or employee of the school and cannot be an employee of the external service provider.

October

13. FY26 Minnesota Common Course Catalog (Due 10/01/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: The [Minnesota Common Course Catalogue \(MCCC\)](#) is a course classification and data collection system intended to provide uniform information about courses that are taught by Minnesota teachers and completed by Minnesota students. It is being implemented to meet state and federal requirements. The four data collections associated with the MCCC include: Local Course Index, Calendar Information, Staff Course Records, and Student Course Records.

Instructions: The MCCC Submission is to be completed with the MN Department of Education by October 1, 2025. Click [this link](#) to enter the MCCC reference page, where you will find a link titled "Enter the Minnesota Common Course Catalogue (MCCC)" to login and complete the submission. After completion, please certify that the Minnesota Common Course Catalogue was completed by checking the certification box.

14. FY26 Board Training Plan (Due 10/15/25)

File Submission

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.07. In addition, the school's contract with MN GUILD section 6.1 states that charter school board members must complete required training and board development required by charter law.

124E.07 Subd. 7: Training.

(a) Every charter school board member and nonvoting ex-officio member who is a charter school director or chief administrator must attend board training.

(b) Prior to beginning their term, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law. An ex-officio member, who is a charter school director or chief administrator, must complete this training within three months of starting employment at the school.

(c) A new board member must complete training on employment policies and practices under chapter 181; public school funding and financial management; and the board's roles and responsibilities regarding student success, achievement, and performance within 12 months of being seated on the board or the individual is automatically ineligible to continue to serve as a board member. A board member who does not complete training within the 12-month period is ineligible to be elected or appointed to a charter school board for a period of 18 months.

(d) Every charter school board member must complete annual training throughout the member's term based on an annual assessment of the training needs of individual members and the full board. Ongoing training includes but is not limited to budgeting, financial management, recruiting and hiring a charter school director or chief administrator, evaluating a charter school director or chief administrator, governance-management relationships, student support services, student discipline, state standards, cultural diversity, succession planning, strategic planning, program oversight and evaluation, compensation systems, human resources policies, effective parent and community relationships, authorizer contract and relationships, charter school law, legal liability, board recruitment

and elections, board meetings and operations, policy development and review, and school health and safety.

(e) The organization or person providing training under paragraphs (b), (c), and (d) must certify the individual's completion of the training provided.

(f) The charter school is responsible for covering the costs related to board training. The charter school must include in its annual report the training each board member completed during the previous year.

(g) The board must ensure that an annual assessment of the board's performance is conducted and the results are reported in the school's annual report.

Instructions: Provide your current year board training plan. This plan should be specific to the current year and should include information about which topics will be covered, what month each training is planned for, who is providing the training, and whether it is online or in person. **Do not simply submit your school's general board training policy.**

15. FY26 Seclusion Reporting Submission 1 (Due 10/15/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must "receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes" and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form via Stepwell MN. More information on using Stepwell can be found on [MDE's website](#).

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box. **Note: Even if you have no seclusions to report, you must still complete the quarterly seclusions reporting to MDE.**

16. FY26 Assurances for Charter Schools and Authorizers Relating to Leases with Sectarian Organizations and Other Matters Regarding the Accommodation of Religion in Public Schools (Due 10/31/25)

File Submission

Note: This submission should not be confused with the Assurance of Compliance and Mandated Reporting, which is a separate submission due 11/15/25 (see submission number 18 below).

Description: MDE requires Authorizers to oversee compliance and sign Assurances relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public

schools. In addition, MDE requires Authorizers to collect and maintain these signed Assurances and related policies from authorized schools. Charter schools must fill out the assurances form, sign it, return it to their authorizer and copy the Minnesota Department of Education (MDE) at mde.charterschools@state.mn.us by October 31.

Instructions: Each charter school operating must sign and submit the Assurances form and requested policies. Complete and sign the Charter School Assurances document and upload to Google Classroom along with the 5 required policies (religious accommodation policy, equal access, data practices, lottery, dress code/uniform) and provide a copy of all documents to MDE at mde.charterschools@state.mn.us no later than October 31. If you submitted policies to MDE with your previous Assurances and those policies have not changed, you do not need to resubmit them to MDE, **but you still must upload all five required policies to Google Classroom so that the Guild can verify the submission.**

November

17. FY25 Annual Report and CACR Summary (Due 11/01/25)

File Submission

Please see the Guild's Annual Report Instructions for more guidance on the Annual Report and CACR. These instructions will be provided in advance of the submission along with an optional template.

Upload the Annual Report in **.doc (Word) format**, as well as the CACR Summary if not already included in the Annual Report. Ensure the report includes information on school charter contract goals, enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans (per the statute below) and ensure that the report includes information on the training each board member attended during the previous year. This information is often included in the form of a table.

Your school's board must approve the school's annual charter school report and CACR report (if separate reports) **before**: 1) posting on the school's website; 2) submitting to the Guild via Google Classroom; and 3) submitting the report to MDE.

I. Annual report:

General Instructions for FY25 Reports:

1. Verify, throughout your report, the data you are providing is for the 2024-25 school year (FY25).
2. Include a table of contents at the beginning of your report.
3. Remove hyperlinks that direct the reader to website sources of data/information, as those links can change, expire, etc. The school's website/location of the annual report and the Guild's website are likely the only hyperlink(s) you'll use in your report. Instead of using a hyperlink, provide a concise summary of the data in the report narrative or, if necessary, add it to the end of your report as an attachment.
4. Verify charts/tables have a clear key and the header (type of data) and X/Y axes (if applicable) are clarified.

5. Spell out full words before using abbreviations. For instance, statutory operating debt (SOD). Then use SOD for the rest of your report.
6. **Review your school's FY24 review feedback and rating. Schools are expected to address any compliance/other areas for improvement identified in the Guild's previous year's review.**
7. Verify your school's contact information and the Guild's contact information are correct as of the date of your report.
8. Present your school's mission, vision, etc., at the beginning of your report – this information should match what's on your school's website.
9. Continue to include the Guild's current mission and vision statements ([from the Guild's website](#)). This will help your school become more familiar with the Guild's mission and vision, *which was an area for improvement in the Guild's last MAPES evaluation*.
10. Use statutory/contract compliance headings to clearly organize your information.
11. When posting your report(s) to your website, make sure the full report is easily accessible to the public and all information is available *without* having to go to different documents/files/links or locations that require permission to access.

Applicable Statutes:

Minn. Stat. §124E.16 Subd. 2(a): A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11 (CACR Summary Report). A charter school must post the annual report on the school's official website. A charter school must also distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.

Minn. Stat. §124E.01 Subd. 1 (b): A charter school must identify the purposes it will address in the charter contract and document the implementation of those purposes in the school's annual report. Documentation of the implementation of those purposes shall be a component of the authorizer's performance review of the school.

Minn. Stat. §124E.07 Subd. 7 (f): The charter school is responsible for covering the costs related to board training. The charter school must include in its annual report the training each board member completed during the previous year.

Minn. Stat. §124E.07 Subd. 7 (g) The board must ensure that an annual assessment of the board's performance is conducted and the results are reported in the school's annual report.

§124E.12 Subd. 2(b): Administrators. (b) The board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

II. Comprehensive Achievement and Civic Readiness:

Minn. Stat. §124E.03 Subd. 2(i): A charter school must adopt a plan, budget, and process, consistent with section 120B.11, to review curriculum, instruction, and student achievement and strive for comprehensive achievement and civic readiness.

CACR Summary: As a result of reviewing student achievement data from the prior year, school boards are to complete a CACR Summary each fall. Reviewing student data, determining best practices to meet the goals, setting dates for the Parent Advisory Committees to meet, planning public meetings and setting school board meeting dates to approve the final plan for the next year are all activities that district leadership should be involved with.

Reporting of the Annual Report and CACR Summary: The two documents can be embedded into one report (CACR into the Annual Report) or can be reported separately. A CACR Summary report template is available on the MDE website. This Summary should document the CACR student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. As outlined in the CACR statute, after three years of districts submitting summaries, the commissioner of education will determine if a district is making appropriate progress towards improving teaching and learning in the district.

18. FY26 Assurance of Compliance and Mandated Reporting (Due 11/15/25)

Checkbox (*Checking the box serves as an assurance of completion*)

Note: This submission should not be confused with the Assurances for Charter Schools and Authorizers Relating to Leases with Sectarian Organizations, which is a separate submission due 10/31/25 (see submission number 16 above).

Description: All school districts must complete the Assurance of Compliance with state and federal law and verify Mandated Reporting training by November 15 each year. By completing all sections of the Assurance of Compliance and Mandated Reporting, school districts provide written assurance that they do not discriminate in their use of funds provided through the Minnesota Department of Education and that they have informed all mandated reporters of their reporting duties.

As part of the Assurance of Compliance, each district must verify that there is a copy of these laws in all buildings in the district.

MDE Note: Please note that you can now provide the entire assurance online. We no longer require the paper copy of the Assurance of Compliance certificate. However, it is important to note that by submitting the Assurance of Compliance online that you are verifying that the Superintendent is electronically signing this assurance on behalf of the school board. Though the paper copy is no longer required, the approval of the board is per Minnesota Rule 3535.9910.

The assurance of compliance is due annually by **November 15** (Minnesota Rules 3535.2500).

Instructions: Please complete all sections of the [Assurance of Compliance and Mandated Reporting](#) through MDE's website. After completion, please certify that the assurance was completed by checking

the box in Google Classroom. By checking this box the school also certifies that there is a copy of required laws related to prohibiting discrimination in all school buildings.

19. FY26 STAR Submission (Due 11/25/25)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Staff Automated Report (STAR) is the reporting of Licensed and Non-Licensed staff employment and assignment data from all public districts and charter schools. Minnesota Statutes, section 125B.07, Subdivision 6 requires the Department of Education to collect, maintain, and store data about licensed and non-licensed staff from each district and charter school.

- Snapshot Date = October 1
- System Opens = October 1
- Due date = November 25 by 3:00pm

Note from MDE: Due date may change by a few days and extension may be available if needed. Please note, STAR reporting is through PELSB.

Instructions: Please complete the STAR submission and check the box to certify completion.

20. FY26 Fiscal Compliance Table (Due 11/30/25)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Provides advanced notification of upcoming MDE due date. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify). This UFARS data submission is required for the MDE Finance Awards.

Instructions: Please check the box to certify completion. The Fiscal Compliance Table is completed annually, on behalf of each school district or charter school, by the organization's independent auditor. The report is used by districts, schools, auditors, bond rating agencies, financial advisors, and units within the Minnesota Department of Education. The data must be submitted, error free, no later than November 30 of each reporting year. The purpose of the report is to validate and confirm that UFARS balance sheet data, submitted electronically by the district or school, matches exactly to the balance sheet results of the independent audit. On-time and accurate submission to MDE is required for the MDE Finance Award and for the school's independent audit.

December

21. FY26 Annual Immunization Status Report (Due 12/1/25)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Provides advanced notification of upcoming MDE due date. Every year the school is required by the state of Minnesota to complete a report summarizing the immunization status of all students K-12 enrolled. It is the responsibility of the school administrator (or designee) to complete and

submit the AISR by December 1 of each year. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify).

Instructions: The AISR is to be submitted to the MN Department of Health by December 1. After completion, please certify that the upload of Immunization records to MN Dept. of Health website as required by MN Statute 121A.15 was completed by checking the certification box.

22. FY25 Financial Audit for 2024-2025 (Due 12/31/25)

File Submission

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. §124E.16 Subd. 1:

(a) A charter school is subject to the same financial audits, audit procedures, and audit requirements as a district, except as required under this subdivision. Audits must be conducted in compliance with generally accepted governmental auditing standards, the federal Single Audit Act, if applicable, and section [6.65](#) governing auditing procedures. The audit must comply with the requirements of sections [123B.75](#) to [123B.83](#) governing school district finance, except when the commissioner and authorizer approve a deviation made necessary because of school program finances. The commissioner, state auditor, legislative auditor, or authorizer may conduct financial, program, or compliance audits. A charter school in statutory operating debt under sections [123B.81](#) to [123B.83](#) must submit a plan under section [123B.81, subdivision 4](#).

(b) The charter school must submit an audit report to the commissioner and its authorizer annually by December 31.

(c) The charter school, with the assistance of the auditor conducting the audit, must include with the report, as supplemental information: (1) a copy of a new management agreement or an amendment to a current agreement with a CMO or EMO signed during the audit year; and (2) a copy of a service agreement or contract with a company or individual totaling over five percent of the audited expenditures for the most recent audit year. The agreements must detail the terms of the agreement, including the services provided and the annual costs for those services.

(d) A charter school independent audit report shall include audited financial data of an affiliated building corporation under section [124E.13, subdivision 3](#), or other component unit.

(e) If the audit report finds that a material weakness exists in the financial reporting systems of a charter school, the charter school must submit a written report to the commissioner explaining how the charter school will resolve that material weakness. An auditor, as a condition of providing financial services to a charter school, must agree to make available information about a charter school's financial audit to the commissioner and authorizer upon request.

Instructions: Provide the Financial Audit report and all Required Supplemental Information (including Management Agreements) and letters from the auditor to the Board. For example, these items may be

referred to as the 1) Management Report, 2) the Financial Statements and Supplemental Information and 3) letter from the auditor to the board.

January

23. FY26 Seclusion Reporting Submission 2 (Due 1/15/26)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the submission notes in addition to checking the box.

April

24. FY26 Seclusion Reporting Submission 3 (Due 4/15/26)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box.

May

25. FY26 IRS Form 990 (Due 5/15/26)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Form 990 must be submitted annually by nonprofit organizations, and is due on the 15th of the 5th month after the fiscal year, with the option of a 6-month extension (26 CFR § 1.6033-2).

Instructions: Check the box to provide assurance that your Form 990 was submitted to the IRS.

June

26. FY26 Statement of Assurances - Application for Special Education Funds (Due 6/1/26)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. The application for Special Education funds must be submitted before June 1, for the upcoming fiscal year. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify). MDE contacts MN GUILD when submissions are late.

Instructions: Check box to certify the Application for Special Education Funds was submitted to MDE accurately and on-time.

27. FY26 Seclusion Reporting Submission 4 (Due 6/15/26)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>.

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box.

28. FY26 (2025-2026) Board-Approved Budget (Due 6/30/26)

File Submission

Description: The School Board is responsible for establishing, approving, and amending an annual budget in accordance with Applicable law. By June 30 of each year, The School Board shall submit to the MN GUILD a copy of its final budget for the following school year.

Instructions: The School will provide the Authorizer a copy of the annual budget in .XLS (spreadsheet) or .PDF format. Please adopt and upload the approved FY26 budget by June 30th.

29. FY26 (2025-2026) School Calendar (Due 6/30/26)

File Submission

Description: Necessary for MN GUILD to verify compliance with Minn. Stat. §124E.25 Subd. 2(a): Note in addition, to receive state aid payments under this section, a charter school **in its first three years of operation** must submit a school calendar in the form and manner requested by the department *and a quarterly report to the Department of Education*. The report must list each student by grade, show the student's start and end dates, if any, with the charter school, and for any student participating in a learning year program, the report must list the hours and times of learning year activities. The report must be submitted not more than two weeks after the end of the calendar quarter to the department. A charter school **in its fourth and subsequent year of operation** must submit a school calendar and enrollment information to the department in the form and manner requested by the department.

Instructions: Submit the board-approved school calendar that includes a list of all assessments given throughout the school year. School Calendar must be established by April 30th each year and **must show**:

1. Adequate number of instructional hours (include the number of instructional hours, excluding lunch and recess over 30 minutes)
2. List of All Assessments given throughout the school year
3. Date of the CACR meeting