



## **SCHOOL ANNUAL REPORT MONITORING PROCESS**

**EFFECTIVE DATE 7/1/2013**

**SOP 3.8**

**SIGNATURE:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be "A.P.", is written over a horizontal line.

**PROPOSED BY: Director of Special Projects**

### **PURPOSE**

The SCHOOL ANNUAL REPORT MONITORING PROCESS governs collection, review and submission of each sponsored school's annual report for each school year to ensure the schools' compliance with ODE requirements. Collection and review of each school's annual report provides additional sponsor oversight of the school's current academic and fiscal performance, organizational and operational performance, and legal compliance.

The SCHOOL ANNUAL REPORT MONITORING PROCESS is conducted for all CSS partner schools sponsored by St. Aloysius to ensure receipt and review of the school annual reports prior to the statutory deadline each year.

### **SCOPE**

The SCHOOL ANNUAL REPORT MONITORING PROCESS applies to the Compliance Department who is responsible for ensuring collection of each St. Aloysius sponsored school's annual report.

### **PROCEDURE**

The procedure includes, but is not limited, to the following tasks and responsibilities:

1. The Compliance Department distributes to all schools a request via email approximately thirty to sixty (30-60) days prior to the school annual report deadline for the school annual reports to be submitted prior to the deadline and includes the sponsor statement that is to be included in each school's report.
2. Once received, the Compliance Department reviews school annual reports and saves them on the shared drive.
3. The Compliance Department updates the school annual reports tracking sheet including date received and date board approved.



4. The Compliance Department notifies the President and Management Team of receipt and where to locate the tracking sheet on the shared drive.
5. If a school annual report is not received by the deadline the school may be put on a corrective action plan and monitored for future submissions. See CORRECTIVE ACTION PLAN PROCESS.

### **DOCUMENTATION / VERIFICATION**

The school annual reports and related documentation is maintained by the Compliance Department and accessed on the s drive as follows:

*Location of documentation:*

- S:/School Annual Reports

*Naming Convention:*

- Year+school annual reports+school name
- Ex. [School Year] school annual reports/[School Year] annual report tracking

*Supporting documentation included with this process:*

1. Tracking sheet including date received, approval date, date submitted and link to report
2. Sample email request for annual report
3. Sample notice of reminder of late submission
4. Sample school annual report

### **DOCUMENT HISTORY**

Orig. Date June 2013

Rev. February 2016

Rev. March 2017

### **REVIEW AND APPROVAL**

Reviewer of the SCHOOL ANNUAL REPORT MONITORING PROCESS is as follows:

Reviewed By: Management Team

Date: 3/2/17

Approved By: President David L. Cash, Jr.

Date: 3/2/17

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The SCHOOL ANNUAL REPORT MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.