



**AT-A-GLANCE REPORT  
PROCESS**

EFFECTIVE DATE 07/01/2013

SOP 8.4

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

A handwritten signature in black ink is written over a horizontal line.

PROPOSED BY: Office Coordinator

**PURPOSE**

The AT-A-GLANCE REPORT PROCESS, as part of the oversight and evaluation processes, is to ensure that there is a process for informing school administrators, school governing authorities, legal counsel and management companies of student enrollment, school improvement goals, key dates, including on-site school visits, and comparison school's local report card data.

**SCOPE**

The AT-A-GLANCE PROCESS is primarily intended for CSS staff who are responsible for updating and distributing the At-A-Glance Report prior to each school governing authority meeting.

**PROCEDURE**

1. The Office Manager prepares an FTE spreadsheet each month after the official FTE count is available from the Ohio Department of Education.
2. Office Manager sends the FTE chart to all CSS staff.
3. The Legal Department updates each school's At-A-Glance report with current month's FTE count.
4. The Legal Department updates the school improvement goals as needed for each school.
  - a. Changes to the school improvement goals will be provided to the Legal Department by the School Improvement Department.
5. Each staff member conducting on-site visits will update the CSS site visit calendar as visits are scheduled and/or changed. The Legal Department shall input the visit dates into the At-A-Glance report for each school.
6. The Legal Department shall include any outstanding corrective action plans or probation notices.
7. Each year after release of the local report card data by the Ohio Department of Education, the Legal Department will update the comparison school data for all comparison schools.
8. The Legal Department converts the word document to a PDF and saves it to the shared drive.



9. The Office Manager distributes the report to the governing authority representative responsible for compiling the governing authority meeting packets by the first of each month.
10. The Office Manager also distributes the At-A-Glance report to school personnel and the CSS representative attending the meeting upon confirmation of each governing authority meeting.
11. The CSS representative attending the governing authority meeting shall review all information contained in the At-A-Glance report and provide feedback to the Legal Department if necessary.
12. The Legal Department shall review all feedback and make changes to the report if necessary.

### **DOCUMENTATION / VERIFICATION**

The AT-A-GLANCE REPORT PROCESS is included with the monthly governing authority packet to be reviewed at the governing authority meetings.

*Location of documentation:*

- S:/At-a-Glance Reports/School Name/School Year

*Naming convention:*

- School Name/Date/At-A-Glance Report

*Supporting documentation included with this process:*

1. Sample At-A-Glance Document
2. FTE Chart
3. Sample School Improvement Plan
4. CSS Site Visit Calendar

### **DOCUMENT HISTORY**

Orig. Date February 2013

Rev. July 2013

Rev. February 2016

Rev. March 2017

Rev. October 2018

### **REVIEW AND APPROVAL**

Reviewer of the AT-A-GLANCE REPORT PROCESS is as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President: David L. Cash, Jr.

Date: 11/19/18

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