



AT-A-GLANCE REPORT

EFFECTIVE DATE 07/01/2013

PROCESS

SOP 8.4

SIGNATURE

A handwritten signature in black ink, appearing to be "R. P. P.", is written over the signature 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. Each month, the Office Manager prepares an FTE spreadsheet after the official FTE count is available from the Ohio Department of Education.
 - a. The Office Manager Includes the FTE chart with materials for the monthly all-staff meeting.
2. The Office Manager updates each school's At-A-Glance report with the current month's FTE count.
3. Office Manager shall review the site visit date spreadsheet in google and update the At-A-Glance reports with current site visit dates for the OARs, Spec Ed Review, Compliance Review and College and Career Readiness Review.



4. Each month by the 25th, the School Improvement Department representative shall review and update, if necessary, the school improvement goals as needed for each school.
5. Each month by the 25th, the School Improvement Department representative shall review and update, if necessary, the One Plan Cohort and Intervention Status Information.
6. Each month by the 25th, the Legal Department shall review and update, if necessary, the CAPs and Probations information for each affected school.
7. The Legal Department representative and the School Improvement Department representative shall email the Office Manager once their respective updates have been made.
8. Each year in June, the Legal Department representative shall update the comparison schools for each school for the July At-A-Glance report.
 - a. The Comparison Schools will be compared to the closed schools list published by the Ohio Department of Education prior to being included on the At-A-Glance.
 - b. Each year after the release of the local report card data by the Ohio Department of Education, the Legal Department representative will update the comparison school data for all comparison schools for the October At-A-Glance reports.
9. After updates are made to the At-A-Glance reports, the Fiscal Department representative converts the word document to a PDF and saves it to the shared drive.
10. The Office Manager distributes the At-A-Glance report to school personnel and the CSS representative attending the meeting upon confirmation of each governing authority meeting.
 - a. The Office Manager shall include any other pertinent correspondence in the email to the CSS representative, including CAPs, Probation Notices, etc.
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 Office Manager if necessary.
12. The Office Manager shall review all feedback and make changes to the report if necessary.
13. When creating the template for the next month, the Office Manager shall use the most recent final version of the report to ensure all information contained is as up to date as possible (for example, when creating the February report template, the final January report will be used).

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

DOCUMENT HISTORY

Orig. Date February 2013

Rev. July 2013

Rev. February 2016

Rev. March 2017

Rev. October 2018

Rev. December 2019

Rev. July 2020

Rev. April 2021

REVIEW AND APPROVAL

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

Reviewed By: Management Team

Date: 06/03/2021

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

Date: 06/04/2021

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.