



## **STANDARD OPERATING PROCEDURE 5.04**

### **PROCEDURE TITLE: School Annual Report Monitoring Process**

**Department: ALL**

**Proposed by: Director of Special Projects**

**Effective Date: 07/01/2013**

#### **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 all schools' compliance with statutory and DEW 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 designee prepares a current school annual report tracking sheet and notifies the President, and Chief Compliance Officer with the location of the spreadsheet.
2. At least sixty (60) days prior to DEW's submission deadline, the Compliance Department sends an email to all schools with CSS's deadline for review and the sponsor statement that is to be included in each school's report.



3. Once received, the Compliance Department reviews schools' annual reports and saves them on the shared drive.
4. The Compliance Department updates the school annual reports tracking sheet, including date received and date board approved.
5. The Compliance Department designee notifies the President, and Chief Compliance Officer if all schools submitted their annual reports by the DEW required deadline.
6. 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.

**This SOP is subject to the Critical Documentation and Deadlines 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

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  
Rev. March 2020  
Rev. June 2022  
Rev. June 2023  
Rev. June 2024



## **REVIEW AND APPROVAL**

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

Reviewed By: Management Team

Date: 06/21/2024

Approved By: President David L. Cash, Jr.

Date: 06/21/2024

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.