

STANDARD OPERATING PROCEDURE 5.04: SCHOOL ANNUAL REPORT MONITORING PROCESS

July 1, 2025

A. 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.

B. APPLICABILITY

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.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Compliance Department**
Other Departments: *C Suite Level Executives*
 Legal Department

D. PROCEDURE

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

1. The Compliance Department prepares a current school annual report tracking sheet and notifies the C Suite Level Executives, and the Legal Department 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.
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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 C Suite Level Executives 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 INTERVENTION PROCESS.
7. The Compliance Department will verify that all schools have placed the Annual Report on their website or was sent to the parents by October 31. The Compliance Department shall maintain a tracking sheet saved in the School Annual Reports folder to verify that each school has complied with this.

This SOP is subject to the Critical Documentation and Deadlines Process.

E. DOCUMENTATION

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

F. GLOSSARY

Annual report, tracking sheet, deadline, website

G. CROSS REFERENCED SOP'S

Standard Operating Procedure 3.1 – Intervention Process

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
