

Ben Gibson, *Chair*
Ryan Petty, *Vice Chair*
Members
Esther Byrd
Grazie P. Christie
Daniel P. Foganholi, Sr.
Kelly Garcia
MaryLynn Magar

TO: Charter School Administrators
District Charter School Contacts

FROM: Vicki Pineda, Charter Schools Director
Office of Independent Education & Parental Choice

DATE: January 15, 2025

SUBJECT: 2023-2024 Charter School Annual Accountability Report

Section 1002.33(9)(k), F.S., requires every operating charter school to coordinate with its sponsoring district in submitting an annual accountability report to the Florida Department of Education.

Charter schools that operated during the 2023-2024 academic year must complete the annual accountability report.

The report is accessible at <https://www.fldoe.org/sso>. The deadline for schools to submit the 2023-2024 Charter School Annual Accountability Report online is **February 14, 2025**. The deadline for final submission by districts is April 15, 2025. As required by law, the Department of Education will include in its summary report a notation if a school fails to file its report by the established deadline.

It is crucial that schools ensure the accuracy of their data submissions, as this information is utilized for reporting to the U.S. Department of Education, the Legislature, and various stakeholders. Schools are required to make corrections if discrepancies are identified.

The school district is responsible for reviewing the information provided by the charter school. The district should require schools to make corrections and include any necessary and relevant comments related to the information provided by the school. Upon completion of the review, the district is responsible for submitting the online report to the Office of Independent Education and Parental Choice.

For assistance with adding users to the Charter School Portal or for technical support, please e-mail charterschools@fldoe.org. Instructions for completing the Annual Accountability Report are attached. A video tutorial is available at <https://www.gotostage.com/channel/71864860f1594e9f9d74a527c283b355>.

ADAM EMERSON, EXECUTIVE DIRECTOR
OFFICE OF INDEPENDENT EDUCATION & PARENTAL CHOICE