**PED and PEC**

As you know, the Public Education Department (**PED**) - Charter Schools Division provides administrative and staff support and recommendations to the Public Education Commission (**PEC**). The PEC is the Chartering Authority for state charter schools.

Statutorily, the PED has 45 days to prepare and upload a report. However, it is the PED’s goal to have those available within 2 weeks. Once the report is released, the school will have 30 days to respond and upload any evidence or follow up materials requested. The Head Administrator and the Governing Board President will receive an email when the report is released.

Please know that the best rating for any item that has concerns or findings noted will be “Working to Meet Standard”. If the school does not respond to address the issues, the rating will likely be “Falls Far Below Standard”.

**Effectively Responding to Identified Compliance Concerns in Web-EPSS**  
Please keep in mind that your school is provided the opportunity to respond to any identified compliance concerns.  Therefore, any evidence/supporting documentation must be uploaded into Web-EPSS within 30 days after release of the Preliminary Evaluation. Please be sure that documents are uploaded to the appropriate **compliance indicator(s)** and in the appropriate **year** (2017-2018).

If the school is required to provide “*documentation*” OR “*evidence*”, please be sure that it is ***verifiable*** such as: (a) vendor generated reports for interim assessments; (b) student transcripts (with redacted names) if indicator focus is course completion or graduation; (c) audit committee meeting minutes; and

(d) training certificates.  **Verifiable evidence is documentation that can be substantiated or confirmed as true and accurate.** Examples of documents that are NOT verifiable are tables and charts that were created by school staff, showing graduation or proficiency rates for example, *without* providing the supporting confirmable data.  Evidence will likely vary from school to school based on specific requirements stipulated in each school’s contract and performance framework.

**REMINDERS:**

• The flag "Reminder" with a red exclamation mark will be used in Web-EPSS to indicate an area that needs your attention. Some are not due until later such as the Financial Performance Questionnaire that is due in August.

• That Financial Questionnaire must be completed and signed by the (1) head administrator, (2) the business manager and (3) the chair of the school's finance committee and uploaded to Web-EPSS.

• Please remember to select the appropriate year when uploading in Web-EPSS. This will be particularly important in August when you are required to upload the Financial Performance Questionnaire as the default year at that time will be the next school year.

• If your school has short-cycle assessment data for mission specific goals, the data must be uploaded by February 15th (MOY) and again at the end of the year (EOY).

• If the Web-EPSS indicates non-compliance you may be asked to provide documentation and show evidence of a process (action plan) that was implemented to avoid reoccurrence or repeat findings.

• If asked for evidence, be sure to provide verifiable documentation.