

**SIGNIFICANT INFORMATION CONCERNING REPORTING  
CHILD ACCOUNTING MEMBERSHIP DATA FOR CHARTER SCHOOLS  
School Year 2007-2008**

**A. Charter School Membership Reporting**

1. If a student in a charter school is institutionalized, not placed there by the charter school, ("Pennsylvania Public School Code of 1949," Section 1306) and is not being educated by the charter school, Section 1308 states that the student's school district of residence is responsible for paying the tuition charged by the host school district. Since a charter school is not a school district and is therefore not responsible for the tuition, the charter school should remove the student from its rolls for the period of time of the institutionalization. The host school district will include the student on its rolls as a nonresident and will bill the student's school district of residence.

It is possible that the resident school district and the host school district will be the same school district. In this case, the resident/host school district will include the student on its rolls as a resident.

2. If a student in a charter school is educated by an intermediate unit (IU), the charter school should keep the student on its rolls and inform the student's school district of residence that the student is enrolled in an IU class. The charter school is responsible for contracting with and paying the IU for the educational services provided.
3. If a student in a charter school is educated by an area vocational-technical school (AVTS)/career-technical school, the charter school must report the attendance and membership data for the portion of the day the student is educated by the AVTS/career-technical school and for the portion of the day the student is educated by the charter school.

Effective October 1, 2004, the Charter School BEC 24 P. S. § 17-1701-A states that it is the responsibility of the charter school to decide whether or not to make a career-technical school curriculum available to the student and, if so, to contract with a career-technical school for the provisions of these services. A charter school may contract with a career-technical school to provide a career-technical education option for its students, but a charter school is not required to provide such an option unless it becomes part of a student's IEP.

The charter school must pay the career-technical school the established contractual charge for a student who receives a career-technical education.

AVTSs/career-technical schools must provide attendance and membership data to charter schools for inclusion on charter school reports. AVTSs/career-technical schools will receive the Secondary Vocational Education Subsidy for charter school students educated by career-technical schools, based on data reported by charter schools.

4. If a student in a charter school is educated a portion of the day by the school district of residence or any other school district (for instance, to receive special education services), the charter school reports the portion of the day the student is educated by the school district and the portion of the day the student is educated by the charter school. The charter school should contract with the school district and pay the school district whatever amount was agreed upon for the services provided by the school district. The charter school should receive the full selected expenditure from the school district of residence.
5. If a student in a charter school is provided homebound instruction by the resident school district, the charter school should keep the student on its rolls. The charter school should contract with the school district and pay the school district whatever amount was agreed upon for the services provided.

If a student in a charter school is provided homebound instruction by the charter school, the charter school should keep the student on its rolls.

## **B. Compulsory Attendance**

The Pennsylvania Department of Education has determined that statutory and regulatory rules concerning compulsory attendance apply to charter schools, but the statutory provisions to enforce those rules do not. Charter schools are required to report excessive unexcused absences by their students to the school district board or superintendent. It is up to the school district to bring actions to enforce the compulsory attendance laws for charter school students.

## **C. Expelled or Suspended Students**

During the enrollment process and prior to admission to a charter school, the parent, guardian or person having control of a student shall provide a sworn statement stating whether the student was previously or is presently suspended or expelled from any public or private school for any offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The school from which the student was suspended or expelled and the dates of the suspension or expulsion must be provided. Any willful false statement shall be a misdemeanor of the third degree.

Charter schools should make certain they obtain this statement during the enrollment process. If a charter school accepts a suspended or expelled student, the student's school district of residence is not required to pay the charter school for that student's enrollment until the suspension or expulsion period has passed and the student has met all the conditions imposed during the suspension or expulsion. However, the suspending or expelling school and the charter school may enter into an agreement for providing an education for a student less than 17 years of age or older, up to age 21.

For a student who has been expelled from a charter school under the age of 17, §12.6 of the State Board of Education regulations requires the parents to attempt to find an educational program. If the parents are not able to do so they must notify the charter school within 30 days. Thereafter, the student must be provided an educational program and the charter school is responsible for providing this program.

Charter schools are accountable for the education of their students. A charter school cannot have a policy that allows the charter school to suspend or expel a student for failing to meet the charter school's academic requirements.

#### **D. No Child Left Behind (NCLB)**

Charter schools are also required to complete and submit No Child Left Behind (NCLB) data. Average daily attendance (ADA) and average daily membership (ADM) must be reported by school. **NEW:** Beginning with School Year 2007-2008, ADA and ADM data must be disaggregated by Gender, Race/Ethnicity, Economically Disadvantaged, Migrant, English Language Learner (ELL), and Special Education for all schools, including schools that contain grade 12. In the past, this data only had to be disaggregated for schools that did not contain grade 12. This data will be used in the 2009 Adequate Yearly Progress (AYP) determination.

#### **E. Retention of Records**

"Pennsylvania Public School Code of 1949," Section 518 requires school districts to retain financial records for a period of not less than six years. Charter schools should maintain all child accounting data for a period of not less than six years; if an audit finding is being appealed, maintain records until the finding is resolved.