



Arizona State Board for Charter Schools

Education Service Provider Reporting: Frequently Asked Questions

By September 1 of each year, each charter holder must notify the Board, in writing, of whether it has an agreement or contract with an education service provider for the current school year. If the charter holder has an agreement or contract with an education service provider, then the charter holder must provide:

- The name of the education service provider; and
- A written statement describing the services provided to the charter holder's charter school(s) by the education service provider. [A.A.C. R7-5-501(D)]

If your question is not addressed below, please contact your assigned [Education Program Manager](#).

What is an education service provider?

Under the Board's rules, education service provider "means an organization that contracts with or has a governance relationship with an applicant or charter holder to provide academic services, administrative services or both. These organizations may also be commonly referred to as Charter Management Organizations or Education Management Organizations." [A.A.C. R7-5-101]

How often is the charter holder required to report this information to the Board?

Each charter holder must annually disclose whether it has an agreement or contract with an education service provider for the current school year and, if applicable, provide the additional information required by the rule. The annual declaration must be made by September 1 of each year. To assist charter holders in complying with this annual requirement, the Board has developed an online form that is accessed and submitted via [ASBCS Online](#).

We have multiple charter contracts with the Board. Do we have to complete and submit a separate form for each charter contract via ASBCS Online?

You do have the option to do this. However, operators with multiple contracts may also choose to submit one form via ASBCS Online for one of its entities, and submit an addendum to indicate that the information applies to multiple entities/contracts. Networks will be contacted directly and provided the addendum.

Instead of having an accountant on staff, we contract with an outside company to do our accounting and payroll. Since the outside company provides “administrative services” to the school, does this mean the outside company is an education service provider?

Many charter holders retain outside providers for specific services, such as business management, legal, IT, special education, curriculum development and curriculum alignment. The fact that a charter holder has contracted with an outside company or individual for “administrative services” or “academic services” does not automatically mean the charter holder has contracted with an education service provider. Rather than focusing on the category of services (i.e., administrative, academic), the charter holder should consider the extent to which the contract or agreement gives the outside company management responsibility or influence over the school like that which occurs if the charter holder uses a charter management organization or education management organization. In general, a charter holder is using an education service provider when:

- As part of the contract or agreement, the provider has some level of management responsibility over the charter holder’s, school’s or schools’ operations, academic program or both;
- To varying degrees, the provider influences or directs what is done or what happens at the charter holder and/or its school(s); or
- The charter holder and/or its school(s) may be required by contract to receive certain services from the provider and is not able to choose another company to provide these services.

Completing the Form

Who may submit the completed form to the Board?

The charter representative must submit the completed form to the Board via the ASBCS Online System.

How do we submit the completed form to the Board?

Review the instructions for submission found on the [Board’s website](#).