



Arizona State Board for Charter Schools

Mandatory Reporting Under A.A.C. R7-5-501(D)

Under Arizona Administrative Code (“A.A.C.”) R7-5-501(D), which the Board revised at its January 7, 2025 meeting, a charter holder must report the following to the Board within 10 business days of receipt or occurrence:

1. Any notice from a lender or landlord regarding default;
2. Filing a petition for bankruptcy;
3. Any notice received from the Internal Revenue Service (“IRS”), Arizona State Retirement System (“ASRS”), Arizona Department of Revenue (“ADOR”), or Arizona Department of Economic Security (“ADES”) regarding a tax lien, levy or garnishment;
4. Correspondence from an insurance provider related to cancellation of health or liability insurance due to nonpayment; or
5. Notice of termination of line of credit initiated by financial institution.

The completed form must be uploaded to ASBCS Online (login required). To submit the form, go to the “Document Management” tab and upload it in the “Financial Report” section.

Charter Holder Information	
Name of Charter Holder Entity (Entities)	
CTDS of Charter Holder Entity (Entities)	

Check applicable box or boxes below and provide requested information			
<input type="checkbox"/>	ADES Notice Type: Notice Date:	<input type="checkbox"/>	Bankruptcy Petition Filed Filing Date:
<input type="checkbox"/>	ADOR Notice Type: Notice Date:	<input type="checkbox"/>	Default Notice Type: Notice Date:
<input type="checkbox"/>	ASRS Notice Type: Notice Date:	<input type="checkbox"/>	Insurance Cancellation Type: Notice Date:
<input type="checkbox"/>		<input type="checkbox"/>	IRS Notice Type: Notice Date:
<input type="checkbox"/>		<input type="checkbox"/>	Credit Line Terminated Termination Date:

Failure to accurately and timely report the information required by A.A.C. R7-5-501(D) may be identified as a noncompliance issue and may be recorded in Measure 2e of the charter holder’s operational performance dashboard.

Acknowledgement
Charter Representative’s Name: _____ Date: _____ <i>This form must be submitted by an authorized charter representative. The form’s submission is subject to verification.</i>

*According to A.A.C. R7-5-101, “day” means a business day.