ATTACHMENT C

Reports Submission Directions

The Charter Holder must submit all required documentation to Board staff on a flash drive or CD through hand delivery or mail in a protected package (i.e. bubble wrapped) by the required date. The flash drive or CD used for submission must be clearly labeled with the Charter Holder name, both physically (Charter Holder name written on or attached to the outside of the flash drive or CD) and electronically (rename the flash drive or CD with the name of the Charter Holder using the computer operating system).

- Mail: Arizona State Board for Charter Schools
  Attn: Johanna Medina, Assistant Director of Academics
  1616 West Adams Street, Suite 170
  Phoenix, AZ 85007
- Hand Delivery:
  Address:
  Arizona State Board for Charter Schools
  1616 West Adams Street, Suite 170
  Phoenix, AZ 85007

  Hours: between 8am and 5pm | Monday through Friday, excluding state holidays.

The Charter Holder must prepare electronic copies of all required documentary evidence for Board staff according to the following guidelines:

1. All documents must be organized in electronic folders organized by **strategy** and **action step**.
   a. Main folders must be created for each strategy area of Curriculum, Monitoring Instruction, Assessment, Professional Development and Data.
   b. Sub folders must be created for all action steps within that strategy, and documents should be placed in the appropriate subfolder.
2. Folders should adhere to the following naming conventions:
   a. Curriculum_<NAME OF CHARTER>
      i. Action Step 1_Documentation
      ii. Action Step 2_Documentation
      iii. Include folders for all action steps identified in the Performance Management Plan. Name folders according to the guidelines above.
   b. Monitoring Instruction_<NAME OF CHARTER>
      i. Action Step 1_Documentation
      ii. Action Step 2_Documentation
      iii. Include folders for all action steps identified in the Performance Management Plan. Name folders according to the guidelines above.
   c. Assessment_<NAME OF CHARTER>
      i. Action Step 1_Documentation
      ii. Action Step 2_Documentation
      iii. Include folders for all action steps identified in the Performance Management Plan. Name folders according to the guidelines above.

d. Professional Development_<NAME OF CHARTER>
    i. Action Step 1_Documentation
    ii. Action Step 2_Documentation
    iii. Include folders for all action steps identified in the Performance Management Plan. Name folders according to the guidelines above.
e. Data

3. Include only files of the following file types: .doc, .docx, .xls, .xlsx, .pdf.
4. Scanned documents must be no less than 100% of the original size.