



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 Board staff at (602) 364-3080 or charterschoolboard@asbcs.az.gov.

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, including by September 1, 2019. To assist charter holders in complying with this annual requirement, the Board has developed a form, which is available on the [Board's website](#).

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

No. The form available on the [Board's website](#) allows the charter representative to enter multiple charter holder entity names and multiple charter holder CTDS numbers.

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. For each submitted form, Board staff compares the email address of the sender to the charter representative’s email address on file with the Board. If the sending email address is not one on file with the Board, Board staff will follow up with the charter representative.

I accessed the form on the Board’s website and completed it, but now am unable to submit it to the Board electronically using the “Submit Form” button at the bottom of the form. What do I need to do?

1. Download the form from the Board’s website (<https://asbcs.az.gov/additional-transparency>).
2. Save the downloaded form to your computer.
3. Open the saved document and complete the form.
4. Click on “Submit Form” to submit the completed form to the Board.

Alternatively, the charter representative may send the downloaded, completed and saved form via email as an attachment directly to charterschoolboard@asbcs.az.gov.

I accessed the form on the Board’s website and completed it, but my changes to the form were not saved. What do I need to do?

1. Download the form from the Board’s website (<https://asbcs.az.gov/additional-transparency>).
2. Save the downloaded form to your computer.
3. Open the saved document and complete the form.
4. Click on “Submit Form” to submit the completed form to the Board.

We need to enter several charter holder entity names and CTDS numbers. Is there a way for us to enter all the information and have it display in a font size that is still readable?

Instead of entering the information in a list, such as:

Charter Holder Entity 1	000000000
Charter Holder Entity 2	000000000
Charter Holder Entity 3...	000000000...

Enter the information like this:

Charter Holder Entity 1, Charter Holder Entity 2, Charter Holder Entity 3, ...

000000000, 000000000, 000000000, ...