ATTACHMENT B

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.

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