Timeline for Charter Schools
School LAND Trust Program

Prior to October 1	Enter the prior year expenditures on the School LAND Trust website. This report generates financial information for the Final Report.
Prior to Nov. 16th	• Hold parent elections and assemble Charter Trust Land Committee (committee). • Submit the names and emails (if available) for all members of the committee on the School LAND Trust website. The Committee Membership Form error checks for proper committee makeup and is viewable on the School Page of the website. • Submit the Final Report for the School Plan implemented in the prior school year. (Schools that have not yet received funding are not required to enter this report.)
Mid November	The estimated funding for the upcoming school year is viewable on the SCHOOLS page of the website.
Prior to School Plan Submission	The committee meets and follows the steps required to receive funding. The completed School Plan is approved by the local charter board.
Prior to March 15th	Enter the School LAND Trust Program Plan for the upcoming school year on the website.
Before June 30th	School Plans are approved by the school's chartering entity (Charter School Board or local school board) or may be sent back to the school for modifications with a written statement from the approving board to the committee about what needs to be revised. When approved, School Plans are approved on the website by the Charter School Section and become viewable to the public.
As requested	The school committee meets to make requested revisions, as necessary.
July allotment	Funds are distributed to schools with approved plans. The actual distribution is viewable on the SCHOOLS page of the website.

School LAND Trust website: www.schoollandtrust.org

Required forms/reports:

Fall Reporting – Report of Expenditures (Prior to Oct. 1), Committee Membership Form and Final Report of the prior year School Plan

Spring Reporting - School Plan (Progress Report on current School Plan, School Plan for upcoming year, Signature Form)

New Charter School Training – May-2012

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