

IMPORTANT DEADLINES

Please see the 2022-23 Calendar table of important deadlines. Information is subject to change as needs arise.

Click here to download the Calendar.

Click here to download the district update with more detailed information regarding deadlines and notifications.

September 2022		
Item	Submit Via	Due Date
Unaudited Actuals	<p>1. Please deliver the “blue ink” signed certification page in person to 4100 Normal St. Annex 15 San Diego, CA 92103</p> <p>2. Share the charter board-approved Unaudited Actuals with ncreer@sandi.net; tgoody@sandi.net via Box or Dropbox</p>	<p>1. <u>September 9, 2022</u>, between 1:00-2:00pm (recommended deadline) or on <u>September 12, 2022</u> between 1:00-2:00pm (absolute deadline)</p> <p>2. September 12, 2022, by 5:00 pm</p>
Insurance Certificate	Email to tdegraffenreid@sandi.net; rfarace@sandi.net	September 15, 2022
CalSAAS	To change or update a CalSAAS administrator please fill out Google Form	September 30, 2022
October 2022		
Item	Submit Via	Due Date
Board Roster	Google Form	October 1, 2022
CBEDS Fall Enrollment Count	Email “Fall Enrollment Count Spreadsheet” to shudson@sandi.net; tdegraffenreid@sandi.net	October 5, 2022, by 10:00 am
2022-23 20-Day ADA Report Go to Charter 20 Day Instructions, FY	If applicable, please enter 20- day attendance report at https://ias.cde.ca.gov/charter20day/logon.aspx	October 21, 2022

2022-23 for information on how to complete the Charter 20 day report.	Completed 20-day ADA report and “wet signature” is due to the charter office. 4100 Normal St. Annex 15 San Diego, CA 92103	
December 2022		
Item	Submit Via	Due Date
2021-22 Annual Independent Audit Report	email to ncreer@sandi.net ; tgoody@sandi.net	December 9, 2022
2022-23 First Interim Financial Report	email to ncreer@sandi.net ; tgoody@sandi.net	December 15, 2022 before 10:00 am
P-1 Attendance Report	Enter P-1 ADA data into the Principal Apportionment Data Collection (PADC) web application https://pas.cde.ca.gov	December 16, 2022
March 2023		
Item	Submit Via	Due Date
2022-23 Second Interim Financial Report	email to ncreer@sandi.net ; tgoody@sandi.net	March 15, 2023
April 2023		
Item	Submit Via	Due Date
P-2 Attendance Report	Enter P-2 ADA data into the Principal Apportionment Data Collection (PADC) web application https://pas.cde.ca.gov	April 14, 2023
June 2023		
Item	Submit Via	Due Date
2023-24 Local Control Accountability and Plan (“LCAP”)	Google Form	June 27, 2023
2023-24 Preliminary Budget	email to ncreer@sandi.net ; tgoody@sandi.net	June 28, 2023
2023-24 Calendar and Instructional Minutes	Google Form	June 30, 2023

Final Year-End Attendance Report	Enter End of Year (EOY) data into the Principal Apportionment Data Collection (PADC) web application https://pas.cde.ca.gov	As soon as the data is available but no later than July 1, 2023
Ongoing Basis		
Item	Submit Via	Due Date
Disenrollment Notification Sheet	Share live Google Sheet with rfarace@sandi.net; dslieff@sandi.net or email the “Disenrollment Notification Spreadsheet” to rfarace@sandi.net; dslieff@sandi.net	MONTHLY
Food Services-Only if your school receives food services from SDUSD and you are no longer on District PowerSchool	Google Form	WEEKLY
STRS and PERS Retirement Services	District Dropbox	MONTHLY <u>the 12th of each month</u>
2022-23 Calendar and Instructional Minutes	If changes occur during the year, please notify our office and attach an updated copy via Google Form	Ongoing
Directory Information Changes	Please notify rfarace@sandi.net; tdegraffenreid@sandi.net	Ongoing
Charter Revisions	Click here for more Information	
Looking Ahead		
Expanded Learning Opportunities Plan (ELO-P)	Email to tdegraffenreid@sandi.net; rfarace@sandi.net	September 30, 2023