

Tennessee Annual Authorizer Report Guidance

Due January 1

Pursuant to T.C.A. § 49-13-120, each chartering authority shall submit to the Tennessee Department of Education (TDOE) an annual authorizing report by January 1 of each year.

Submission Instructions

Each chartering authority shall address each section below in the authorizer report. An electronic copy of the completed annual authorizer report shall be submitted to the TDOE (charter.schools@tn.gov) no later than January 1 of each school year. The annual report must include the following:

- **Cover page** that includes the name of report, school system name, contact information, (name, title, email address, phone number), and date of report.

Section I

- **A listing of all authorized charter schools** in the school district (including any that have closed within the past year). The list of charter schools should include:
 1. Name of school
 2. Current school address
 3. Current school phone number
 4. School leader name(s)
 5. School leader email address
 6. The operating status of the charter school with a designation of:
 - (A) Approved but not yet open;
 - (B) Open and operating;
 - (C) Revoked, including the reason for revocation;
 - (D) Non-renewed; or
 - (E) Closed, including date of closing and the reason for closing.
 7. Contracted services provided by the authorizer to the charter school
 8. Any approved waivers of state board rule or statute

Section II

- **A performance report** for each authorized charter school in the school district that addresses the components of the performance framework set forth in the charter agreement.