



## **2022-2023 Charter School Annual Accountability Report Instructions: Sponsor**

The deadline for completion of the 2022-2023 Charter School Annual Accountability report is April 30, 2024 for charter schools and June 28, 2024 for Sponsors. The report must be completed online and can be accessed from the School Choice Website at <https://www.fldoe.org/sso>. Once the report is submitted online, please print a copy and save it for your records.

**Please note: The Sponsor's responsibility is to review and submit the information provided.**

**To submit Charter School Annual Accountability Reports, follow the instructions below:**

1. Go to <https://www.fldoe.org/sso>.
  - a. Click the "Educators" link
  - b. Select your district
  - c. Enter district assigned username and password
  - d. Select the "Charter School Portal" link
    - i. If the link is not available please contact district SSO contact requesting the Charter School Portal be assigned to your account
  - e. Click the link, "Go to Secured Site"
  - f. Read and Accept the "Florida Department of Education Information Access Acknowledgement"
  - g. Select role in the dropdown menu
  - h. You will then be directed to the Charter School Portal Menu
  - i. If you get a "Not Authorized Message", submit a request to [charterschools@fldoe.org](mailto:charterschools@fldoe.org) to include the following:
    - i. Name (as it appears in SSO)
    - ii. District
    - iii. Position Title
    - iv. Phone Number
    - v. SSO email address
  - j. Enter Single Sign-On (SSO) username.
  - k. Sign in with your SSO password.
  - l. Select the Charter School Portal tile.
2. Once logged in the Annual Accountability Report located under the Reports header.
3. Select highlighted school (available for your review after school has submitted sections of the report).
4. Information is presented in view-only format.

5. If there are discrepancies with the information provided by the Charter School Administrator, please provide an explanation in the comment box; click "Submit".
6. If no discrepancies are found, comments are optional; but you must click "Submit" for each section.
7. If there are discrepancies with information in the pre-populated fields, please work with the charter school and the district MIS Coordinator to ensure charter school files are accurately submitted to the Florida Department of Education in the future. The data from Surveys 3 and 5 for the 2022-23 period are final and cannot be changed.
8. After final review of the school's report, return to "Report Menu" and click "Submit".
9. After the final submittal, the school will be able to view the district's comments.