

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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### Submission: 20 Day Letters (Oct-Dec 2025)

**Department:** Title I

**Due Date:** 01/15/2026

Details: In accordance with ESSA, "20 Day Letters" must be sent to families when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level & subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) If letters have been sent home at this time, select "YES" and upload the letters. Select "NO" if letters were not needed and the document will be exempted.

### Submission: FY26 Federal Funds Planning Meeting (New Schools)

**Department:** Federal Programs

**Due Date:** 01/31/2026

Details: A Planning Meeting must be held to collect meaningful consultation for how federal funding should be spent. Please note that federal funding spending activities can only be extrapolated from the needs in the school's current CNA. During this meeting, the CNA should be reviewed. A checklist and templates are included in this submission for the meeting facilitator to follow. (extended)

### Submission: FY26 Comprehensive Needs Assessment (New Schools)

**Department:** Federal Programs

**Due Date:** 01/15/2026

Details: Each spring, schools are required to complete a Comprehensive Needs Assessment to guide them the following year (ESSA Section 1114(b)(6)). For new schools, this process is delayed until Quarter 1 data is available. To build a CNA, the school will need to evaluate various data sources, extrapolate areas of need, and determine reasonable methods for improving them. A template for this data review and completion of the CNA in included in this submission. Please upload the completed CNA. (extended)

**Submission: Semester 1 Truancy and Chronic Absenteeism Data Validation**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2026

Details: Please review and verify your school's Semester 1 Truancy and Chronic Absenteeism data. Ensure all attendance records are accurate, complete, and coded correctly, and that students meeting truancy and absenteeism thresholds are properly identified within PowerSchool. Once reviewed, please confirm you have updated the appropriate data through this submission. If you have any questions, Please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: Early Graduates Roster and Transcripts, Winter 2025**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2026

Details: Schools with winter early graduates must submit a complete roster of graduating students along with their final transcripts for district review and processing. If you have no early graduates, submit your school's calendar in the documents requested. If you do not have employability documentation, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org) to have the submission file exempted.

**Submission: November 2025 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 01/15/2026

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's November Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

**Submission: Quarter Two & Semester 1 Storing Grades Validation**

**Department:** PowerSchool and IT

**Due Date:** 01/30/2026

Details: This submission is designed to validate that Quarter Two & Semester One grades have been stored in PowerSchool. Please review your school's stored grades to ensure accuracy, confirm that all courses and sections are properly updated, and address any discrepancies before finalizing. Please verify once you have completed storing your school's Quarter Two and Semester One Grades. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: PS 90th Day Reports**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2026

Details: Please submit your 90th Day Reports for district review. While signatures are not required, we strongly encourage each school to review the reports with their School Leader to ensure accuracy prior to submission. Please work among the various departments to complete all reporting needs, including Special Education, GT, and Finance. If you have any questions please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: January Scores submission for Accountability**

**Department:** Accountability

**Due Date:** 01/15/2026

Details: There will be a monthly submission for you to upload any CCR scores you have for us to submit to the SCDE. Please submit each unique test as a unique file, following the instructions in the included document. If you do not have any scores to submit for the month, please indicate that on the Smart Form question as "Nothing to Submit" and you will be exempted from the submission. You will have an opportunity to submit each month from January through June. Contact Heather Holliday with questions.

**Submission: CSAR Collection Period 1**

**Department:** State and Academic Programs

**Due Date:** 01/15/2026

Details: It is time for us to collect the first-semester CSAR data from each school, as required by the SCDE. I have attached a presentation for those who need a reminder about the various questions to be asked. You also have a document that has the link to the Google form for you to enter your data. I will collect data from every school and submit one report for The Institute. Don't hesitate to get in touch with Heather Holliday with questions.

**Submission: November 2025 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2026

Details: Please review the foster file attached for the month of November This document is a reflection of the information that DSS has provided the SCDE. Please confirm the document's data and verify the student is a foster student prior to coding the proper fields in PowerSchool. If you have any questions please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: Adult Education and GED Records Access**

**Department:** Accountability

**Due Date:** 01/15/2026

Details: Many of you have reached out regarding how to access the most up-to-date Adult Ed and GED records. In the past, these records were supplied to The Institute and then shared with you. The state has changed this process, and you can now access these records at your convenience. Please see the attached document with a link to the scribe on how to access these records when needed. Please share with those who may need this information.

**Submission: CERDEP Report- 90th Day Report Request**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2026

Details: We are asking that schools please upload a copy of the CIE Report titled "CERDEP Report" to verify that all students currently enrolled in the state CERDEP Program have been verified and coded as needed. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: Fall Semi-Annuals (All Grants)**

**Department:** Federal Programs

**Due Date:** 01/31/2026

Details: The Federal Programs Team has prepared your school's Fall Semi-Annuals. Review, edit/correct, and complete them as needed before uploading. Please see the FAQ and/or reach out to the Federal Programs team if you have questions. Note that while all grants are listed, only the grants your school has written salaries into are applicable. all others are be exempted.

**Announcement: PowerSchool January Monthly Webinar**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 12/01/2025

**End Date:** 01/15/2026

Details: Our PowerSchool January Monthly Webinar will take place on January 15th, 2026, from 9:00 AM to 10:30 AM via Zoom: <https://erskinecharters.zoom.us/my/jones>. During this session, we will share important PowerSchool updates, answer your questions, and provide training on upcoming tasks to help ensure your data is accurate, organized, and set up for success. We look forward to seeing you there!

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 01/01/2026

**End Date:** 01/21/2026

Details: Please join us for our SPED Monthly Minutes on 1/21/26 at 2pm.

Link to join: <https://erskinecharters.zoom.us/my/sfickling>

**Announcement: What's Up Wednesday - January**

**Contact Person:** Sarah Shealy

**Department(s):** Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs, Title I, Title II

**Start Date:** 01/01/2026

**End Date:** 01/14/2026

Details: This month's What's Up Wednesday will occur on January 14 at 10am via Zoom. We will begin with a review of the current Time and Effort submission in LWS, prepare for Amendments and Quarter 2 final claims, and talk about the annual Title I and Title II surveys. If you did not receive a calendar invitation but would like one, please email Sarah Shealy at [sshealy@erskinecharters.org](mailto:sshealy@erskinecharters.org). We hope to see you there!