# Charter Institute at Erskine

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### Submission: FY26 Title I Annual Meeting

**Department:** Title I

**Due Date:** 11/15/2026

Details: Schools currently using Title I funding must hold an "Annual Meeting" to introduce teachers, parents, and students to the purpose of Title I and the school's Title I program for the year. Guidance for how to hold this meeting is included in this submission, as well as templates for required documentation. Please reach out to Sarah Pryor or Aila Ranera with any questions.

### Submission: FY27 Parent and Family Engagement Compact and School-Parent Policy

**Department:** Title I

**Due Date:** 11/15/2026

Details: Under ESSA Sections 1116(b) &1116(d), Title I schools must annually create/update a "Parent & Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as a part of their Title I Program. If drafts were not shared during the May/June Planning Meeting, share them in Aug/Sept for feedback. Your prior copy & the SCDE's draft & guidelines are included for reference.

### Submission: Post Annual Financial Audit

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. § requires a charter school to post its annual financial audit to its website.

### Submission: Finance Policy Amendment

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. § 59-40-50(B)(7)

A charter school must prohibit all of its employees and board members from using their personal credit cards for any purchase related to the school that is over $250. This prohibition includes any employees of a management organization (EMO/CMO/SEC) who are assigned to the school.

### Submission: Grievance and Termination Policy Amendment

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. § 59-40-60(F)(13) requires all charter schools to have a reasonable grievance and termination policy for all teachers either employed by the school or who are employed to work at the school by an associated management organization (EMO/CMO/SEC). Such a policy must state whether or not S.C. Code Ann. §§ 59-25-410 to 59-25-530 are applicable to the employment and dismissal of those teachers. Please upload this amended grievance and termination policy.

### Submission: Student Handbook Updates

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. § 59-40-60(F)(20)(a) requires a virtual charter school to develop an orientation program that must be completed by all new students before they may begin participating in instructional activities. Parents/guardians of new students must be made aware of their child's participation requirements as a part of this program. Please upload an updated version of the school's student handbook that includes this orientation and these requirements.

### Submission: Truancy Policy Amendments

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: Truancy Policy Provisions:

1. A student may only be disenrolled from the school after the student's parents/guardians have been made aware of the student's truancy.

2. A student may only be disenrolled from the school after the student has received a reasonable opportunity to correct his or her truant behavior.

3. A student may only be disenrolled from the school if all other intervention strategies outlined in the policy fail to correct the student's truant behavior.

Disenrollment Procedure:

1. The disenrolled student's parents/guardians must be notified, in writing, of their obligation to enroll their child in a school, in accordance with state law.

2. The school must initiate the transfer of the disenrolled student to his or her local school district of residence.

3. The school must request the parents/guardians of the disenrolled student to provide the name of the school and, if applicable, the school district in which their child will be enrolled.

4. The school must outline how it will coordinate with the receiving school or school district to transfer all student records and any other necessary documentation.

### Submission: Grading Policy Amendments

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. § 59-29-250(A)

The school may neither have nor adopt a grading policy mandating that teachers assign student's a minimum grade that disregards the student's actual performance. This provision should not be construed to prohibit individual teachers from testing on a curve, providing bonus points to students, or the like, provided that those decisions are made solely by the individual teacher and not by the force, threat, pressure, or otherwise of the school. Violating this provision subjects the school to a 10% reduction in funding by the South Carolina Department of Education.

S.C. Code Ann. § 59-29-250(D)

Formative assessments may not be used in calculating a student's final grade unless:

1. The assessment is an end-of-course evaluation; or

2. The teacher had access to the formative assessment prior to its administration, or created the assessment, and the material on the examination pertains exclusively to content previously taught in that course.

### Submission: Credit Recovery Policy

**Department:** Communications and Legislative

**Due Date:** 10/30/2026

Details: S.C. Code Ann. §§ 59-29-250(B)–(C) require that a student complete all requisite assignments for the relevant course or course subset to be eligible to participate in a credit recovery or content recovery program, respectively. Please upload a credit recovery policy that mandates a student's completion of all relevant assignments to be eligible to participate in a credit or content recovery program.

### Submission: 26-27 Mentor Documentation

**Department:** State and Academic Programs

**Due Date:** 11/15/2026

Details: To ensure that mentors for the 26-27 school year receive their stipend, kindly submit the following documents for each mentor: Mentor Agreement, Mentor Certification Form, Mentor/Mentee Contact Log, and W9. Templates for these documents are included in this submission. Should you have any inquiries or require exemption from this submission, please reach out to mcothran@erskinecharters.org.

### Submission: September 2026 Month-to-Date Financial Statements

**Department:** Finance

**Due Date:** 10/31/2026

Details: As outlined in the Charter Contract, the School shall be responsible for submitting a monthly financial statement in the format prescribed by the Sponsor by the last business day of the month following the end of each month. Please submit a copy of the school's September Month-To-Date Financials (Balance Sheet and Profit & Loss Statement). The Profit & Loss Statement should be detailed by fund, function, and object, including account numbers. Contact Sarah Pryor or Aila Ranera if you have any questions.

### Submission: Initial PCS Report Verification

**Department:** Human Resources and Benefits

**Due Date:** 10/30/2026

Details: Your PCS Report dated 09/15/2026 can be found in your shared folders in Dropbox. Please check your report to verify accuracy and that everyone is accounted for. Please contact Robbie Anderson for any questions.

### Submission: FY27 Comprehensive Needs Assessment (New Schools)

**Department:** Federal Programs

**Due Date:** 11/15/2026

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.

### Submission: FY27 Federal Funds Planning Meeting (New Schools)

**Department:** Federal Programs

**Due Date:** 11/15/2026

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.

### Submission: FY26 Annual Audit

**Department:** Finance

**Due Date:** 11/01/2026

Details: As outlined in the Charter Contract, the Annual Audit and its findings must be submitted to the Institute by November 1st each year.

### Submission: District of Residence Audit

**Department:** Federal Programs

**Due Date:** 10/31/2026

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address. Please reach out to Sarah Pryor or Aila Ranera with any questions.

### Submission: SPED BOY Training

**Department:** Special Education and 504

**Due Date:** 11/16/2026

Details: 2026-2027 Beginning of Year (BOY) IDEA and Section 504 School Training Documents Directions: Please upload a copy of your school's BOY Faculty and Staff Training specific to IDEA and Section 504 Policies and Procedures.

### Submission: SCDE LMS Reimbursement 2026-27

**Department:** PowerSchool and IT

**Due Date:** 11/15/2026

Details: The reimbursement is based on each school's active student count on the 45th day of the 2026-27 school year. Schools using Google Enterprise, Seesaw, or Microsoft Teams also need to upload their LMS invoice to the Formstack. Schools using Canvas or Schoology through the state contract don't receive a reimbursement but should still submit the Formstack for record purposes. Distribution for funding begins in February 2027. Later requests will be paid by June 2027. Formstack Link: https://scde.formstack.com/forms/2026_2027_learning_management_system_reimbursement_request

### Submission: Board Statement of Assurance

**Department:** Accountability

**Due Date:** 11/15/2026

Details: Act 123 sets forth key governance standards designed to support South Carolina Charter School Boards. To support full compliance with these standards, the board chair and school leader should collaboratively verify that all requirements are met and that any required documentation is maintained on-site to be available upon request. Please complete and sign the attached assurance document.

### Submission: Day 45 Funding Reports

**Department:** PowerSchool and IT

**Due Date:** 10/31/2026

Details: After reviewing the 45th day reports with all relevant departments, please cross-reference the data in PowerSchool with the corresponding data in Administrator Navigator to ensure accuracy. Once all data has been verified, please submit all required reports and supporting documentation through this submission. As part of the Day 45th day funding process, please ensure that the SC02, SC03 (if applicable), SC06, and SC28 reports are signed prior to submission.

### Submission: Fall Amendment Window for All Grants

**Department:** Federal Programs

**Due Date:** 11/15/2026

Details: Schools have until November 15th to indicate which grants need amending. Google sheets will be unlocked within 24 hours of indicating the need of an amendment. Schools must have Google sheets completed by November 30, 2026. The Institute will review the week of December 1st. Out of respect for all schools, these deadlines are not flexible as all amendments must be submitted to the SCDE by December 11th.

### Announcement: Subgroup Support Sessions 26-27

**Contact Person:** Meagan Cothran

**Department(s):** State and Academic Programs

**Start Date:** 07/29/2026

**End Date:** 10/30/2026

Details: Have a School Improvement designation or are you looking for ways to increase achievement in subgroups? Mark your calendars for the 26-27 Subgroup Support Sessions offered by the SCDE. This professional learning is designed for teams to focus monthly on targeted action steps that align across continuous improvement efforts. Schools with the ATSI 2nd Cycle Designation are strongly encouraged to attend. Because these are facilitated work sessions, we encourage teams of at least 2 at each meeting. For questions, email Meagan Cothran, mcothran@erskinecharters.org . Use this link to register https://shorturl.at/RpT5x

### Announcement: Institute Training Calendar

**Contact Person:** Christy Junkins

**Department(s):** Leadership

**Start Date:** 08/23/2026

**End Date:** 01/31/2027

Details: Here is a link to the Charter Institute at Erskine's Training Calendar for 2025-2026: https://docs.google.com/spreadsheets/d/1P4a8u-9cBJdK0S89ofstGD7Wp-LbcvNQ0bQtxlbeKtw/edit?usp=sharing. Please share as you see fit.  If you have any questions about the training, please reach out to upir Superintendent of Schools.

### Announcement: E-Rate: Important Dates and Filing Reminders

**Contact Person:** Caiman Welch

**Department(s):** Finance, Leadership, PowerSchool and IT

**Start Date:** 09/01/2026

**End Date:** 10/30/2026

Details: This is a reminder for schools planning to utilize E-Rate discounted internet and telecommunications services for the upcoming funding year (2027–2028). The attached document, provided by the Department of Administration, outlines best practices, timelines, and procedures for the process in its entirety. If you have any questions, please reach out to Caiman Welch at cwelch@erskinecharters.org or the E-Rate Customer Service Center at (888) 203-8100 (Monday–Friday, 8 a.m.–8 p.m. ET).

### Announcement: Tableau Training Recording

**Contact Person:** Sarvesh Malpani

**Department(s):** Accountability

**Start Date:** 09/03/2026

**End Date:** 10/30/2026

Details: Thank you for taking the time to attend Tableau training session. I've included the link to the meeting recording below for anyone who would like to revisit the session or share it with colleagues who were unable to attend. I hope you found the training helpful and gained valuable insights into using Tableau more effectively. If you have any questions, need additional support, or would like to schedule a follow-up discussion, please feel free to reach out. smalpani@erskinecharters.org. Meeting Recording: https://www.dropbox.com/scl/fi/ukjalr7o9hj5c27hpufmm/video1580672371.mp4?rlkey=4lquibp2zz1ju43lv58e6p81h&dl=0

### Announcement: Medical Assistance Program for Families Information & Smiles for a Lifetime

**Contact Person:** Sally Fickling

**Department(s):** State and Academic Programs

**Start Date:** 09/17/2026

**End Date:** 01/30/2027

Details: Information for a Medical Assistance Program for the Families at your school and Smiles for a Lifetime - free services to share with your families if you see fit.

### Announcement: MLP Monthly Matters - October

**Contact Person:** Sally Fickling

**Department(s):** Title III MLP

**Start Date:** 09/23/2026

**End Date:** 10/21/2026

Details: The October session of the virtual MLP Monthly Matters training will be held on Wednesday, October 21, from 1:00-2:00 pm.  Please join via Zoom at: https://erskinecharters.zoom.us/my/sfickling

### Announcement: Board Orientation Training Opportunity

**Contact Person:** Mary Nell Anthony

**Department(s):** Leadership

**Start Date:** 09/29/2026

**End Date:** 10/29/2026

Details: Under current regulations, all Charter school board members must complete an orientation when re-elected or re-appointed. The Public Charter School of SC Alliance is partnering with the SC Department of Education to offer training this fall. Here is a link to register: https://docs.google.com/forms/d/e/1FAIpQLScs6CFyYYhBzDuEwnENgVPitkn21oZEdfLV2Rb0iWepUuNR-A/viewform

### Announcement: CSAR data collection worksheet

**Contact Person:** Heather Holliday

**Department(s):** State and Academic Programs

**Start Date:** 10/05/2026

**End Date:** 12/01/2026

Details: You can use the attached worksheet to help you collect your data for the CSAR requirement.

### Announcement: Intensifying Math Instruction with Evidence Based Practices

**Contact Person:** Lacy Lucas

**Department(s):** State and Academic Programs

**Start Date:** 10/05/2026

**End Date:** 11/04/2026

Details: Transform your math classrooms for students with disabilities and struggling learners! Join Dr. Paul Riccomini October 19th and February 22nd in Kershaw County to gain evidence-based tools & routines that boost engagement, confidence, and math success for grades 3–8 learners. See the attached flyer to get registered. You won't want to miss this one!

### Announcement: SCDE Memo Updates

**Contact Person:** Christopher Seay

**Department(s):** Leadership

**Start Date:** 10/07/2026

**End Date:** 11/06/2026

Details: Please see the attached updates from SCDE that include: Required reporting, Work-based Learning Implementation Guide, Approved College Entrance Assessment Option, and New HS Diploma Vendor.

### Announcement: Quarter 1 Federal Reimbursement Deadline

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs, Finance

**Start Date:** 10/09/2026

**End Date:** 10/23/2026

Details: In reminder, the deadline to submit reimbursement requests for expenses obligated between 7.1.26 and 9.30.26 in SmartFusion is 10.23.26. This is only applicable for schools with rollover FY26 funding or new FY27 funding available. Per our Federal Grant Awards, goods and/or services received by the end of each quarter should be invoiced, paid, and claimed [submitted to the SCDE] within 30 days after the close of the quarter.

### Announcement: Delayed Release of the SCDE Draft Annual Audit Guide

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 10/12/2026

**End Date:** 10/31/2026

Details: From Herschula Davis, Director of Auditing Services at the SCDE: The Office of Auditing Services is working to release a draft of the 2026 Annual Audit Guide.  Because the draft guide is not yet available, the South Carolina Department of Education asks that a draft financial audit report be accepted by charter school authorizers by the deadline established by the authorizer, if applicable.  Once the draft audit guide has been released, the South Carolina Department of Education asks that charter schools submit their final audit reports to their authorizers within two weeks from the release of the draft guide.

### Announcement: New ML Coordinators' Meeting-November

**Contact Person:** Sally Fickling

**Department(s):** Title III MLP

**Start Date:** 10/14/2026

**End Date:** 11/11/2026

Details: The November New ML Coordinators' Meeting will be held virtually on November 11, 2026, from 1:00-2:00pm at https://erskinecharters.zoom.us/my/rogers11

### Announcement: State Report Card Posting Requirement

**Contact Person:** Kristy Cansler

**Department(s):** Title I

**Start Date:** 10/15/2026

**End Date:** 10/31/2026

Details: As a reminder for Title I Schools - Under ESSA Section 1111(h)(2), the SCDE requires Title I schools to post access to their SC State Report Card results on their websites. This can be a link to the SCDE Report Card website, or directly to the school's report card on the SCDE's website. If the school does not have a website, the information must be provided to the public via alternate means.

### Announcement: MLP Monthly Matters - November

**Contact Person:** Sally Fickling

**Department(s):** Title III MLP

**Start Date:** 10/21/2026

**End Date:** 11/18/2026

Details: The November session of the virtual MLP Monthly Matters training will be held on Wednesday, November 18, from 1:00-2:00 pm.  Please join via Zoom at: https://erskinecharters.zoom.us/my/sfickling