**Annual Report 2024 Charter School – Submission Guide**

This guide is designed to help schools through the annual report submission process. Please read through all sections before submitting or uploading your report.

**Deadline**

The submission form is currently open and will remain available until **December 31st at 5:00 PM [ET]**. You can access the form at the following link:

<https://scde.formstack.com/forms/charter_school_2024_annual_report_copy>

This form consists of multiple pages. Be sure to review each page and its content requirements carefully.

* You can navigate between pages using the **“Previous”** or **“Next”** buttons at the bottom of each page.
* A **progress bar** at the bottom will show how far you’ve progressed.
* You may move between pages without completing earlier sections, but you **cannot submit the form** until all required fields are filled.
* If you try to submit with missing information, the form will redirect you to the first incomplete section, highlighting the missing fields in red.

**Save & Resume**

You can save your progress and come back later to complete and submit the report.

* Use the **Save & Resume** feature anytime while working on the form.
* The unique link to your partially completed form is available at the bottom of each page, and you can have it emailed to you. Simply click or paste the link into your browser to resume where you left off.
* Each time you save and return, a new link will be generated, so make sure to save and use the most recent link to avoid losing changes.
* **Important:** File uploads should be the last step. Make sure all other sections are completed before uploading your files. This way, if there’s an issue, only the file uploads will need to be redone.

**Entering Narrative Responses**

Except for fill-in forms and appendix documents, you’ll enter your responses directly into text boxes.

* It’s recommended that you prepare your responses in Word or another text program, then copy and paste them into the form.
* Some formatting (e.g., bold, italics, charts) won’t transfer, but the following formats will work:
  + Bulleted lists
  + Numbered lists
  + Paragraph indentations
* If you need to include images, tables, or other graphics, use **Appendix Item G** (“Support Documents for the described Educational Program”) to attach them.

**File Uploads**

You’ll submit documents by uploading files. To ensure your submission is quick and efficient, reduce the file size before uploading.

* **Required documents** must be uploaded individually, according to the form’s instructions.
* Follow these tips to compress or zip files and reduce their size:

**How to Compress (Zip) Files and Folders:**

1. Create a folder and add all the files you want to zip.
2. Rename the folder as needed.
3. Right-click the folder, hover over **“Send to”**, and select **“Compressed (zipped) folder.”**
4. Wait a few moments for the folder to be zipped. The zipped file will appear in the same location as the original folder.
5. To upload, click **“Choose File”** in the portal, then select the compressed file you want to attach.

**Submission Review & Confirmation**

After hitting **Submit**, a confirmation page will display your responses. If you need to make changes, use the **“Previous”** button at the bottom to go back.

* After submission, a confirmation email will be sent with a copy of your report and a downloadable PDF.
* An email will also be automatically sent to your proposed sponsor to notify them of your submission. **Please confirm with your sponsor** that they have received your report.