

## **Annual Report Components Due November 1, 2012**

As described in the **2011 - 2012 Charter School Annual Report Guidelines** located at <http://p1232.nysed.gov/psc/2011-2012AnnualReportPage.html>, 2011-2012 New York State Charter School Annual Reports must be submitted via a new online submission system to SED's Charter School Office. The Progress Toward Charter Goals and Independent Financial Audit components of the Annual Report should be submitted separately via this online submission system, to SED's Charter School Office, no later than **5:00 p.m. Thursday, November 1, 2012.**

The online submission system (Review Room), is located at:

- <https://nysed-cso.myreviewroom.com>

Navigation tips for Review Room are located at:

- <http://p1232.nysed.gov/psc/documents/Screenshotinstructions.pdf>

Log in protocols for online submission on system:

- <http://p1232.nysed.gov/psc/documents/screenshotsaddadditionalmembers.pdf>

Please note that all Annual Report components must also be submitted to each charter school's authorizer per the instructions and timeframes outlined by the authorizer.

Authorizer Contacts: For charter schools authorized by:

State University of New York Trustees" [charters@suny.edu](mailto:charters@suny.edu)

New York City Department of Education's Chancellor:" [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov)

Buffalo Board of Education: [accullen@buffaloschools.org](mailto:accullen@buffaloschools.org)

New York State Board of Regents: [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov)

Please contact your school's authorizer or [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov) with any questions. Thank you.

New York State Education Department  
Charter School Office  
Phone: 518-474-1762  
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Email: [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov)