

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

140-AR-3. DISTRICT PAYMENTS TO CHARTER SCHOOLS

A charter school will keep on file the following documents for inspection by the school district:

1. Property lease of deed.
2. Audit reports.
3. Employee certifications and background checks.
4. Insurance policies.
5. Health, fire and safety inspection reports.
6. Current list of employees and positions held.
7. Current list of enrolled students with school districts of residence and information required by the state.
8. Attendance records for each student.
9. Test scores for each student.

When the school district has resident students enrolled in a charter school, the district administration will complete the required form and submit it to PDE each year by August 31.

Charter schools enrolling students resident in the district will adhere to the following guidelines:

1. Invoices sent to the district must include the following information regarding each individual resident student enrolled in the charter school:
 - a. Name.
 - b. Address.
 - c. Birth date.
 - d. Grade level.

- e. Parent(s)/Guardian(s) name and telephone number.
 - f. Enrollment date.
 - g. Withdrawal date, if applicable.
 - h. Special education and start date, if applicable.
 - i. Previous school type.
2. Included on or with the invoice must be a summary of the amount due for the entire school year through the current month, the amounts the school district has paid to the charter school to date for the current school year, and the amounts of previous PDE deductions for the current school year.
 3. Invoices must be sent to the district in sufficient time for the school district either to make payments by the 5th day of the following month or to decide that payments will not be made to the requesting charter school (e.g. invoices mailed by September 10 for payment by October 5).
 4. Payments will not be made for students whose Enrollment Notification Form has not been submitted to the school district.
 5. The school district is not required to pay a charter school the increased Selected Expenditures for a special education student until that student has been identified as a student with a disability in need of special education services and the front page of the IEP has been submitted to the school district with the start date. The front page of the IEP will serve as sufficient documentation that the student is eligible for special education services. Because of privacy laws such as FERPA, the charter school is not permitted to release special education records of students enrolled in the charter school without a parent's/guardian's consent. Therefore, to validate to a school district that a student is in need of special education services, a charter school is required to, and may only, provide the resident school district with the front page of the IEP. The school district must keep this information secure and confidential and must destroy the IEP cover sheet when it is no longer needed.