Charter Schools Program (CSP)

Office of Innovation and Improvement

U.S. Department of Education

CSP Data Collection Form

Instructions

Purpose of Data Collection:	The new data collection will collect CSP grant award information from grantees (State Educational Agencies (SEAs) and non-SEAs) to create a new database of data from current applicants receiving a CSP grants. The CSP Data Collection Form will allow the U.S Department of Education (ED) to monitor CSP grant performance and analyze data related to accountability for academic performance and financial integrity. The data collection will assist in carrying out the purpose of the Charter School Program Section 5201 of the ESEA, which is to expand the number of high quality charter schools and increase the national understanding of the charter school model.
For SEAs:	SEAs reporting CSP subgrant award information are asked to complete the form entitled "Data Collection Form: SEAs" (see the three worksheets following this Instruction Sheet). This form has two parts. **Part A** asks for CSP SEA award information. The state name, the state contact person, and the department in which the contact person works has already been entered in the form. If this information is incorrect, please contact the data collection administrators (see "Contact Information" below). ***In the gray boxes, please enter the number of CSP subgrants for each Federal Fiscal Year that are still receiving CSP funds within the State's 36 month project period. Keep in mind that your Grant Award Notification (GAN) provides the beginning and end date for your current project period.*** **Part B** asks for CSP subgrant award information. ***Please provide the following information for each subgrant active within the State's 36 month project period. For each active subgrant, please identify: 1) the name and contact information for the charter school (and charter developer, if different than the charter school); 2) The total amount of funding an applicant received to start a charter school; 3) the beginning and end date of the grant project period and budget periods; and 4) other charter school information as needed.*** You have **two options** for completing Part B. You may make copies of the "SEA Part B-CSP Subgrant Awards" sheet for each school and provide the information for each subgrant on a separate sheet. Or, if you have many subgrants, you can choose to enter the data in the "CSP Subgrant Award Database" using one row for each subgrant. In that case, you can use the detailed information in the "SEA Part B-CSP Subgrant Awards" sheet to get more information and specific definitions on the type of data to provide in each column.
Form Submission:	Completed *CSP Data Collection Forms* should be sent to **CSPdatacollection@wested.org**. In the subject heading please include "CSP Data Collection" followed by your state or school name. Please be sure to save a copy of the completed form for your own records. If an electronic copy cannot be sent, please send a paper copy of the completed data collection form to the following address: WestEd Attn: John Flaherty 4665 Lampson Ave. Los Alamitos, CA 90720 Please be sure to make a copy of the completed form for your own records.
Contact Information:	If you have any questions or concerns regarding the completion of the data collection form, please contact WestEd. You can email us at **CSPdatacollection@Wested.org**, or call toll-free **866-902-4887**.

OMB Number: 1855-0016 Approval Expires 11/30/20??

Charter Schools Program

Office of Innovation and Improvement

U.S. Department of Education

Data Collection Form: SEAs

Part A: CSP Grant Award Information

State:

State Contact Person:

Office/Department of Contact Person:

PR/Award #:

Project Period Begin Date:

Project Period End Date:

Total Award Amount Obligated:

The award amount includes the total amount obligated to your state - both the original Grant Awards and any Supplemental Grant Awards - during the current project period. See the breakdown of funds across years below.

Please list the number of subgrants for each Fiscal Year that are still receiving CSP funds within the State's 36 month project period. On the following worksheets, you will provide grant award information for each of these subgrantees.

Breakdown of Obligated Funds per Fiscal Year

	Grant Award Amount	Supplemental Award Amount	Number of subgrant awards per Fiscal Year
FY 2004	**$0**	**$0**	[enter number here]
FY 2005	**$0**	**$0**	[enter number here]
FY 2006	**$0**	**$0**	[enter number here]
FY 2007	**$0**	**$0**	[enter number here]
		Total Number of Current Active Subgrants:	[enter total number here]

Comments? If any of the above information is incorrect, or if you need to provide any additional information regarding your CSP grant, please use the box below. You may also direct comments to us at CSPdatacollection@Wested.org, or call toll-free 866-902-4887.

Please turn to Part B to provide data for each subgrant

OMB Number: 1855-0016 Approval Expires 11/30/2008

Data Collection Form: SEAs (continued)

You have **two options** for completing Part B. You may make copies of the preced
Awards" sheet for each school and provide the information for each subgrant on a s
many subgrants, you can choose to enter the data in this "CSP Subgrant Award Da
each subgrant. In that case, you can use the detailed information in the "SEA Part I
to get more information and specific definitions on the type of data to provide in eac
please use one row to enter data for each subgrant.

1) Charter School Contact Information. ***Please provide the follo***

subgrant active within the State's 36 month project period. For each active su
name and contact information for the charter school (and charter developer, i
school); 2) The total amount of funding an applicant received to start a charte
and end date of the grant project period and budget periods; and 4) other cha
needed.

Charter School Information

	Charter school name	School NCES ID	address line 1	address line 2	city
Subgrant 1					
Subgrant 2					
Subgrant 3					
Subgrant 4					
Subgrant 5					
Subgrant 6					
Subgrant 7					
Subgrant 8					
Subgrant 9					
Subgrant 10					
Subgrant 11					
Subgrant 12					
Subgrant 13					
Subgrant 14					
Subgrant 15					
Subgrant 16					
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ling "SEA Part B-CSP Subgrant
separate sheet. Or, if you have
atabase" sheet using one row for
B-CSP Subgrant Awards" sheet
ch column. **Using this sheet,**

***wing information for each
ubgrant, please identify: 1) the
if different than the charter
er school; 3) the beginning
arter school information as***

		Charter School Developer (if different than charter school)			
state	zipcode	Charter School Developer name	address line 1	address line 2	city

		LEA Information			
state	zipcode	LEA name	LEA NCES ID	address line 1	address line 2

2) Subgrant

For example, so
multiple Federal
addition to provi
used for preplan

city	state	zipcode	Does the charter school act as its own LEA?	Is it an LEA with only charter schools?	Project Period Begin Date

Award Information. *Please provide the breakdown of funds obligated to this subgrantee f*
me states may obligate the total award amount from the first Federal Fiscal Year, whereas other sta
Fiscal Years. The total amount obligated across one or more years should equal the Total Award Ar
ding the breakdown of funds obligated, please list the budget period for the time funds were obligate
ning, planning, implementation or dissemination purposes.

		FY 2007			
Project Period End Date	Total Subgrant Award Amount Obligated	Dollar amount of subgrant award FY2007	Beginning date of subgrant budget period FY2007	End date of subgrant budget period FY2007	Type of subgrant FY2007 (choose one)

rom each Federal Fiscal Year.
tes may obligate finds across
mount provided on the left. In
d, and whether the awards were

FY 2006				FY 2005	
Dollar amount of subgrant award FY2006	Beginning date of subgrant budget period FY2006	End date of subgrant budget period FY2006	Type of subgrant FY2006 (choose one)	Dollar amount of subgrant award FY2005	Beginning date of subgrant budget period FY2005

		FY 2004			
End date of subgrant budget period FY2005	Type of subgrant FY2005 (choose one)	Dollar amount of subgrant award FY2004	Beginning date of subgrant budget period FY2004	End date of subgrant budget period FY2004	Type of subgrant FY2004 (choose one)

3) Charter School Operation

School year in which the school first enrolled students	School enrollment in 2004-05 (if not opened, enter "0")	School enrollment in 2005-06 (if not opened, enter "0")	School enrollment in 2006-07 (if not opened, enter "0")	School enrollment in 2007-08 (if not opened, enter "0")	School status

Comments?

If you need to provide any additional information regarding this CSP subgrant, please use the box below. You may also
comments to us at **CSPdatacollection@Wested.org** or call toll-free **866-902-4887**.