



**Montana Board of Public Education  
Public Charter School Reporting Calendar  
2025-2026 School Year**

Charter Governing Boards must provide documentation as outlined in the Public Charter School Contract and 20-6-804, MCA, to assist the Board of Public Education in its oversight of Public Charter Schools.

The information below outlines the required submissions, timelines, and responsibilities for public charter school operators to ensure compliance with state law and to support effective oversight by the Board of Public Education.

| New Applicants |                                                                                     |                                 |                                                                                                                                  |
|----------------|-------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Month          | Compliance & Deadlines                                                              | Due Date                        | Notes                                                                                                                            |
| October        | <a href="#">Public Charter School Application Submission</a>                        | October 27–31, 2025             | All materials must be submitted in a single electronic submission                                                                |
| December       | Interviews with the Board of Public Education                                       | TBD                             | Scheduled directly with each public charter school                                                                               |
| January        | Board Approval/Denial of Application                                                | January 16, 2026                |                                                                                                                                  |
| May            | Return Signed Contract<br><br><a href="#">Request to Open a Charter School Form</a> | May 1, 2026<br><br>May 29, 2026 | Submitted to OPI via the secure <a href="#">File Transfer Service</a>                                                            |
| June           | <a href="#">Initial Statement</a>                                                   | June 29, 2026                   | If the financial controls are substantially similar to the local school board, include a copy of the most recent completed audit |
| July           | Statement of Insurance                                                              | July 1, 2026                    |                                                                                                                                  |

| 1 <sup>st</sup> Year Operational Public Charter Schools |                                                            |                   |                                                                             |
|---------------------------------------------------------|------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| Month                                                   | Compliance & Deadlines                                     | Due Date          | Notes                                                                       |
| October                                                 | <a href="#">Variances to Standards</a>                     | October 12, 2025  | Due the second Monday in October, as required by ARM 10.55.604              |
|                                                         | <a href="#">Mission Specific Student Achievement Goals</a> | October 31, 2025  |                                                                             |
|                                                         | Audited Financial Statement                                | October 31, 2025  | ESP Contracted Schools Only                                                 |
| November                                                | <a href="#">Q1 Financial Report</a>                        | November 14, 2025 |                                                                             |
| February                                                | <a href="#">Q2 Financial Report</a>                        | February 13, 2026 | <a href="#">Submission completed through the OPI accreditation platform</a> |
|                                                         | <a href="#">Performance Framework</a>                      | February 27, 2026 |                                                                             |
| Spring                                                  | Site Visits                                                | TBD               | Scheduled directly with each public charter school                          |
| May                                                     | <a href="#">Q3 Financial Report</a>                        | May 15, 2026      |                                                                             |
| August                                                  | <a href="#">Q4 Financial Report</a>                        | August 14, 2026   |                                                                             |

| 2 <sup>nd</sup> Year Operational Public Charter Schools and Beyond |                                                                       |                   |                                                                             |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| Month                                                              | Compliance & Deadlines                                                | Due Date          | Notes                                                                       |
| October                                                            | <a href="#">Variances to Standards</a>                                | October 12, 2025  | Due the second Monday in October, as required by ARM 10.55.604              |
| February                                                           | <a href="#">Performance Framework</a>                                 | February 27, 2026 | <a href="#">Submission completed through the OPI accreditation platform</a> |
| August                                                             | <a href="#">Annual Cash Flow Projections and Financial Report Due</a> | August 30, 2026   |                                                                             |

| Board of Public Education Actions |                                                                                          |                     |       |
|-----------------------------------|------------------------------------------------------------------------------------------|---------------------|-------|
| Month                             | Compliance & Deadlines                                                                   | Due Date            | Notes |
| December                          | New Public Charter School Application Interviews                                         | TBD                 |       |
| January                           | Board Charter School Committee Review and Recommendation                                 | TBD                 |       |
|                                   | Approve/Deny New Public Charter School Applications                                      | January 15-16, 2026 |       |
| March                             | Execute Public Charter School Contracts                                                  | March 19-20, 2026   |       |
| May                               | Review of Public Charter School Application and Evaluation Criteria prior to publication | May 21-22, 2026     |       |
|                                   | Review of Public Charter Schools Annual Performance Reports                              |                     |       |
| June                              | Publish Public Charter School Application and Evaluation Criteria                        | June 1, 2026        |       |

| Other Submission Requirements                          |                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance Requirement                                 | Notes                                                                                                                                                                                                                                                        |
| New Contracts with Educational Service Providers (ESP) | The Charter Governing Board shall provide the Board of Public Education with any proposed ESP Contract or proposed material amendment no later than thirty (30) days prior to the proposed date of execution for review.                                     |
| Insurance Coverage                                     | The Charter Governing Board shall provide notice to the Board of Public Education at least thirty (30) days in advance of any material change, nonrenewal or termination of insurance.                                                                       |
| School Personnel                                       | The Charter Governing Board shall provide written notice to the Board of Public Education within five (5) business days of the hiring or departure (by resignation or dismissal) of the administrator, principal, or head of any school, however designated. |