# Request for Academic Memorandum Response Sent by the California Department of Education to State Board of Education-Authorized Charter Schools

Dear Executive Director:

The California Department of Education (CDE), Charter Schools Division, provides an annual academic update to the State Board of Education (SBE) in the form of an Academic Memo for each of the SBE-authorized charter schools. The information below is being provided to each SBE-authorized school in preparation for the annual Academic Memo that will be presented to the SBE members in October.

**Written Response Needed (no more than three pages)**

Provide a written response by **September 15, 2021**, addressing the following points:

* Based on the school’s internal spring 2021 assessments, identify the greatest progress and greatest need.
* Provide a summary of the performance in Element 2 (Measurable Pupil Outcomes) in the petition.
* Provide a summary of progress made in meeting the school’s 2020–21 Learning and Continuity Plan goals, including information on the ongoing 2021–22 Local Control Accountability Plan (LCAP) process, community member engagement, and how the school is addressing learning loss from the prior school year.
* Inform if Independent Study (IS) will be offered in the 2021–22 school year and provide a best estimate as to what percentage of average daily attendance will be enrolled in IS. Also, provide a summary of how IS will be offered this year, if applicable.

The CDE will be reviewing the Operations Written Report, the 2021–22 LCAP, and this written response during monthly calls with the school as part of the oversight.

Please submit all written responses to [sbeoversight@cde.ca.gov](mailto:sbeoversight@cde.ca.gov).

If you have any questions about this email or your written responses, please contact Craig Heimbichner, Education Administrator, by email at [cheimbichner@cde.ca.gov](mailto:cheimbichner@cde.ca.gov) or by phone at 916-323-5759.