Ohio Digital Learning School

Meeting Agenda

September 23, 2026
10:00 AM
1745 Indian Wood Circle
Maumee, Ohio 43537

Zoom link:
https://us02web.zoom.us/j/81425972078?pwd=euykKhsSBPqNWopXtoaDo2JASrP7sl.1
Meeting ID: 814 2597 2078
Passcode: 209285

I. Call to Order

II. Roll Call

Board Members:

- ☐ Chelsea Whetsel, President
- ☐ Gregory Fockler, Treasurer
- ☐ Tiffany Morrissey, Vice President
- ☐ Katie Junga, Secretary
- ☐ Jasmine Smith, Director

Other Attendees:

- ☐ Laura Houghton, *Operations Manager*
- ☐ Nicole Johnson, *Executive Director*
- ☐ Theresa Bourgeois, *EMIS and Title I Coordinator*
- ☐ Angie Day, *Assistant Superintendent*
- ☐ Erin Ramsey, *ODLS Academic Administrator of Special Programs*
- ☐ Todd McIntire, *PVP, Stride*
- ☐ Derek Schult, *Finance Manager, Stride, Fiscal Officer*
- ☐ Lisa Zyriek, *Stride*
- ☐ Becky Enz, Esq., *Board Legal Counsel*
- ☐ _____, *OCCS*
- ☐ Kaileigh Poe, *ODLS Office Administrator*
- ☐ Josh Goodall, *ODLS Assistant Academic Administrator*

III. Public Comment

IV. Review of Agenda

V. Action and Discussion Items

A. Approval of Minutes of Prior Meeting

RESOLVED, that the Board of Directors approves the minutes of the meeting of August 26, 2026, as presented.

Motion:_____ Second: _____
Ayes: _____ Opposed: _____

B. Financial Report

- **Federal Subgrant Expenditures**

RESOLVED, that the Board of Directors approves the financial update, bank reconciliation, and payment to Stride K12 as presented, including approval of federal subgrant expenditures.

Motion:_____ Second: _____
Ayes: _____ Opposed: _____

C. FY27 Budget

RESOLVED, that the Board of Directors approves the proposed FY 2027 Budget as presented.

FURTHER RESOLVED, that the Board of Directors authorizes the fiscal officer to submit the proposed FY27 Budget, October 2026 submission, in the proper format, to the Ohio Department of Education and Workforce by the designated deadline.

Motion:_____ Second: _____
Ayes: _____ Opposed: _____

D. Head of School Report

- **Number of Suspensions and Expulsions**
- **Staffing Updates**
- **Local Report Card**
- **Marketing Presentation**

RESOLVED, that the Board of Directors accepts the state of the school report as presented, including the number of suspensions and expulsions.

Motion:_____ Second: _____
Ayes: _____ Opposed: _____

E. Policy Approval

RESOLVED, that the Board of Directors hereby approves and adopts the following policies as presented:

- Records Retention Scheduled
- Credit Flexibility
- Food Allergy Policy
- Medication Policy

Motion:_____ Second: _____
Ayes: _____ Opposed: _____

F. EMO Evaluation

VI. Informational Reports

A. Legal Update

B. Sponsor Update

- **Academic Progress Report**

C. Stride Update

VIII. Confirmation of Next Meeting:

Date: October 28, 2026
Time: 10:00 AM
Location: 1745 Indian Wood Circle
Suite 110
Maumee, Ohio 43537

IX. Adjournment

Motion:_____ Second: _____

Ohio Digital Learning School

Meeting Minutes

August 26, 2026
10:00 AM
1745 Indian Wood Circle
Maumee, Ohio 43537
Zoom link:
https://us02web.zoom.us/j/81425972078?pwd=euykKhsSBPqNWopXtoaDo2JASrP7sl.1
Meeting ID: 814 2597 2078
Passcode: 209285

I. Call to Order

The meeting was called to order at 10:05 AM.

II. Roll Call

Board Members Present:

Chelsea Whetsel, President
Tiffany Morrissey, Vice President
Katie Junga, Secretary
Jasmine Smith, Director

Board Members Absent:

Gregory Fockler, Treasurer

A quorum was established with four out of five board members present.

Other Attendees:

Laura Houghton, *Operations Manager*
Nicole Johnson, *Executive Director*
Theresa Bourgeois, *EMIS and Title I Coordinator*
Angie Day, *Assistant Superintendent*
Erin Ramsey, *ODLS Academic Administrator of Special Programs*
Todd McIntire, *PVP, Stride*
Derek Schult, *Finance Manager, Stride*
Lisa Zyriek, *Stride*
Becky Enz, Esq., *Board Legal Counsel*
Kristin Pallitta, *OCCS*
Kaleigh Poe, *ODLS Office Administrator*
Josh Goodall, *ODLS Assistant Academic Administrator*

III. Public Comment

None.

IV. Review of Agenda

V. Action and Discussion Items

A. Approval of Minutes of Prior Meeting

The Board reviewed the July 22, 2026, meeting minutes; no modifications were requested.

26-51 **RESOLVED,** that the Board of Directors approves the minutes of the meeting of July 22, 2026, as presented.

Motion: Ms. Morrissey Second: Ms. Smith
Ayes: 4 Nays: 0

B. Financial Report

- **Federal Subgrant Expenditures**

Mr. Schult presented the financial report as of July 31, 2026, and discussed reports for the submission to the state, enrollment, revenue, and forecasts, and the current surplus that is forecasted. The payment to K12 was $250,000.00. The True-Up for FTE will take place in October. He also reviewed expenses, increased expenses due to the Hylant expense, the balance sheet, cash flow, and federal grant funds. He noted that hybrid funding as not yet been approved for FY27 but received in FY26. Liability insurance will be slightly higher next month based on final numbers sent to Gallagher.

26-52 **RESOLVED,** that the Board of Directors approves the financial update, and bank reconciliation, and a payment to Stride K12 as presented, including approval of federal subgrant expenditures.

Motion: Ms. Smith Second: Ms. Morrissey
Ayes: 4 Nays: 0

C. Financial Forecast

Mr. Schult presented the financial forecast and discussed assumptions for the upcoming years. He noted the forecasting is to be in surplus. The goals is an 80% capture rate. The fiscal office will find out about hybrid funding in January or February 2027, which is not included in the current forecast.

26-53 **RESOLVED,** that the Board of Directors approves and adopts the Financial Forecast, August 2026 Submission, and authorizes the fiscal officer to submit the Financial Forecast in the proper format, to the Ohio Department of Education and Workforce by the designated deadline.

Motion: Ms. Junga Second: Ms. Whetsel
Ayes: 4 Nays: 0

D. Head of School Report

- **Number of Suspensions and Expulsions**
- **Staffing Updates**

Ms. Johnson presented the head of the school report and discussed enrollment numbers, handbook updates, and staffing updates. She reviewed the Insperity agreement and Hylant contracts, coverages, and noted that staff will go through open enrollment. If the school chooses to switch from Insperity, they will have to provide a 20 day notice. The Hylant consulting fee is $3,500.00 per month. Ms. Jonson also discussed stipends and bonuses.

26-54 **RESOLVED**, that the Board of Directors accepts the state of the school report as presented, including the number of suspensions and expulsions.

WHEREAS, that the Board of Directors finds a proper public purpose in the support of teachers and staff.

THEREFORE, BE IT RESOLVED, that the Board of Directors approves the following stipends and bonuses:

- Math teacher sign-on bonus not to exceed $2,000.00
- Science teacher sign-on bonus not to exceed $2,000.00
- Math teacher stipend not to exceed $100.00 per pay check, end with hire
- Science teacher stipend not to exceed $150.00 per pay check, end with hire

Motion: Ms. Smith Second: Ms. Morrissey
Ayes: 4 Nays: 0

E. 2026-2027 Parent/Student Handbook

Ms. Houghton presented the 2026-2027 Parent/Student Handbook and discussed the updating branding, the new attendance policy, mission and vision statement, updated contract information, and the enrollment age to 14.

26-55 **RESOLVED**, that the Board of Directors approves the Student Wellness and Success Funds Plan as presented.

Motion: Ms. Junga Second: Ms. Morrissey
Ayes: 4 Nays: 0

F. Hylant Consulting Agreement

The Board reviewed the Hylant Consulting agreements.

26-56 **RESOLVED**, that the Board of Directors approves the following Hylant Consulting agreements and authorizes the Board President to sign said agreements pending legal counsel review:

- Consulting and Services Agreement
- Business Associate Agreement
- Acknowledgement and Agreement

Motion: Ms. Smith Second: Ms. Whetsel
Ayes: 4 Nays: 0

G. Insperity Renewal

The Board discussed the Insperity Renewal.

26-57 **RESOLVED**, that the Board of Directors approves the renewal with Insperity pending board legal counsel review and authorizes the Board President to sign once in a form as advised by legal counsel.

Motion: Ms. Morrissey Second: Ms. Junga
Ayes: 4 Nays: 0

H. EMIS and SOES Resolution

The Board discussed EMIS and SOES reporting.

26-58 **WHEREAS**, the Board of Directors has contracted with K12 Virtual Schools, LLC, to provide the day-to-day operations of the School; and

WHEREAS, K12 Virtual Schools, LLC, as part of its management services, provides trained and skilled School Options Enrollment System ("SOES") and Education Management Information System ("EMIS") staff members and support at the School and by its management team in an effort to ensure quality reporting to all databases maintained by the department for the collection of education data.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby designates K12 Virtual Schools, LLC, as the School's SOES and EMIS coordinator for the School.

Motion: Ms. Smith Second: Ms. Whetsel
Ayes: 4 Nays: 0

I. Policy Approval

Ms. Enz reviewed the policies listed below.

26-59 **RESOLVED**, that the Board of Directors hereby approves and adopts the following policies as presented:

- Attendance, Truancy, and Automatic Withdrawal Policy
- Technology & Internet Safety Policy

Motion: Ms. Morrissey Second: Ms. Junga
Ayes: 4 Nays: 0

VI. Review of Policies

A. Annual Policy Approval

The Board reviewed the annual policies listed below. The Board had further discussions on the Parent Involvement and Engagement Policy.

26-60 **RESOLVED**, that the Board of Directors has reviewed and approves the following policies:

- Code of Ethics and Conflict of Interest
- Public Records Policy and Retention Schedule
- Homeless Student Policy
- Academic Prevention and Intervention Policy
- Model Special Education Policies and Procedures
- Parent Involvement Policy
- Career Advising Policy

FURTHER RESOLVED, that the Board of Directors has provided a copy of the Public Records Policy to the operator as the designated records custodian.

Motion: Ms. Junga Second: Ms. Morrissey
Ayes: 4 Nays: 0

B. Health and Safety Policy Review

The Board discussed the Health and Safety policies below.

26-61 **RESOLVED**, that the Board of Directors hereby acknowledges that it has reviewed the following policies and procedures in Section 300 of the Board Policy Manual to ensure the safety of students, employees, and other persons and to ensure that its policies and procedures comply with all applicable health and safety laws and regulations:

- Protective Eyewear Policy
- Bloodborne Pathogen Control Policy
- Chicken Pox Epidemic Policy
- Food Allergy Policy
- Medication Policy

- Search Policy
- Child Abuse or Neglect Reporting Policy
- Corporal Punishment Policy
- Tobacco Policy
- Seizure Disorder Policy
- Imitation Protein Policy

Motion: Ms. Junga Second: Ms. Whetsel
Ayes: 4 Nays: 0

VII. Informational Report

A. Legal Update

Ms. Enz presented the legal update.

B. Sponsor Update

Ms. Pallitta presented the sponsor update and discussed compliance items.

C. Stride Update

Mr. McIntire presented the Stride update and discussed activities with legislature. He noted a change in leadership at K12 and discussed the new CEO.

VIII. Confirmation of Next Meeting:

Date: September 23, 2026
Time: 10:00 AM
Location: 1745 Indian Wood Circle
Suite 110
Maumee, Ohio 43537

VIII. Adjournment: 11:16 AM

Motion: Ms. Morrissey Second: Ms. Whetsel
Ayes: 4 Nays: 0

Approved by the Board of Directors of Ohio Digital Learning School on _____.

_____
Board President/Secretary

Ohio Digital Learning School by K12™

Board Presentation

August 2026 Financials

Ohio Digital Learning School by K12

Board Financial Action Items

- Approve Payment to K12 - $250,000
- Approve August 2026 Bank Reconciliation
- Approve Updated Annual Budget

Deadlines/Updates

- Annual EMIS report completed

Financial Summary

	Current Forecast	Previous Forecast	Variance Higher/(Lower)	% Change
Average Enrollment	1,352	1,412	(60)	-4%
Total Revenue	$10,216,724	$10,708,731	$ (492,007)	-5%
Total Expenses	10,318,318	10,555,081	(236,764)	-2%
Surplus/(Deficit)	$ (101,593)	$ 153,650	$ (255,243)	-166%

Prior to K12 Credit if Deficit

Ohio Digital Learning School by K12

Current vs. Prior Forecast

	Current Forecast	Previous Forecast	Variance Higher/(Lower)	% Change
Average Enrollment	1,352	1,412	(60)	-4%
Total Funding	$ 10,216,724	$ 10,708,731	$ (492,007)	-5%
Teacher Expenses	3,395,895	3,436,717	(40,822)	-1%
Student Expenses	3,580,644	3,625,857	(45,212)	-1%
Student and Family Services Expenses	71,256	74,050	(2,794)	-4%
Administration & Governance Expenses	2,453,943	2,567,437	(113,495)	-4%
Technology Expenses	715,139	749,579	(34,440)	-5%
Insurance/Facilities/Other Expenses	101,441	101,441	-	0%
Total Expenses	10,318,318	10,555,081	(236,764)	-2%
Surplus/(Deficit)	$ (101,593)	$ 153,650	$ (255,243)	-166%

Revenue/Funding	Decrease in forecasted enrollment.
Teacher Expenses	Delayed hiring of open positions.
Student Expenses	Decrease in curriculum and computer expenses.
Student & Family Services	Decreasing along with enrollment.
Admin. & Governance	Decrease in management and oversight fees.
Technology	Decrease in technology fee.
Insurance/Facilities	No changes.

Ohio Digital Learning School by K12

Current Forecast vs. Prior Year

	Current Year Forecast	Prior Year Actuals	Variance Higher/(Lower)	% Change
Average Enrollment	1,352	1,131	221	20%
Total Funding	$ 10,216,724	$ 8,736,197	$ 1,480,528	17%
Teacher Expenses	3,395,895	3,144,435	251,460	8%
Student Expenses	3,580,644	3,212,565	368,079	11%
Student and Family Services Expenses	71,256	56,167	15,089	27%
Administration & Governance Expenses	2,453,943	2,270,310	183,633	8%
Technology Expenses	715,139	611,505	103,634	17%
Insurance/Facilities/Other Expenses	101,441	107,363	(5,922)	-6%
Total Expenses	10,318,318	9,402,345	915,972	10%
Surplus/(Deficit)	$ (101,593)	$ (666,149)	$ 564,555	-85%

Revenue/Funding	Increase in capture and enrollment.
Teacher Expenses	Insperity benefits increases and staff reclassifications.
Student Expenses	Increase in testing, computers expenses and student software.
Student & Family Services	Increase in related services and graduation expenses.
Admin. & Governance	Increase in management and oversight fees partially offset by staff reclassifications.
Technology	Increasing along with funding.
Insurance/Facilities	Slight decrease in general liability insurance.

Ohio Digital Learning School by K12

Balance Sheet

Prior Year FY26 6/30/2026		Current Month FY27 8/31/2026	Prior Month FY27 7/31/2026	Change vs. Prior Month	Change vs. Prior Year
	ASSETS				
$ 704,989	Cash	$ 1,057,039	$ 980,726	$ 76,313	$ 352,051
$ 611,804	Accounts Receivable	$ 1,712,536	$ 1,430,092	$ 282,444	$ 1,100,731
$ 47,690	Prepaid Assets	$ 156,423	$ 103,857	$ 52,566	$ 108,733
$ 1,364,484	**Total Assets**	**$ 2,925,998**	**$ 2,514,675**	**$ 411,323**	**$ 1,561,514**
	LIABILITIES				
$ 735,115	Accounts Payable	$ 1,143,462	$ 993,984	$ 149,479	$ 408,347
$ 1,295,255	Other Current Liabilities	$ 1,085,248	$ 932,268	$ 152,980	$ (210,007)
$ 2,030,370	**Total Liabilities**	**$ 2,228,710**	**$ 1,926,251**	**$ 302,458**	**$ 198,340**
	EQUITY				
$ -	Retained Earnings	$ 311,642	$ 53,964	$ 257,678	$ 311,642
$ (665,886)	Net Income	$ 385,646	$ 534,460	$ (148,814)	$ 1,051,533
$ (665,886)	**Total Equity**	**$ 697,288**	**$ 588,424**	**$ 108,864**	**$ 1,363,175**
$ 1,364,484	**Total Equity & Liabilities**	**$ 2,925,998**	**$ 2,514,675**	**$ 411,323**	**$ 1,561,514**

Accounts Receivable	Accruals for Basic & SPED, and federal funding.
Prepaid Assets	Rent, expenses for related services, liability insurance, and K12 expenses.
Accounts Payable	Mostly K12 charges.
Other Current Liabilities	K12 accruals for OLS, computers, and materials. Also includes an accrual for related services.

Ohio Digital Learning School by K12

Cash Flow Summary

	Actual Jul-26	Actual Aug-26	Budget Sep-26	Budget Oct-26	Budget Nov-26	Budget Dec-26
Beginning Cash Balance	$ 704,989	$ 980,726	$ 1,057,039	$ 1,092,063	$ 1,028,193	$ 973,462
Federal/State Funding	698,199	732,527	706,215	860,213	860,215	860,217
Other Income/Advance	24	29	32	33	31	29
Payments - Non-K12	(372,485)	(406,242)	(421,224)	(424,115)	(414,977)	(468,259)
Payments - K12	(50,000)	(250,000)	(250,000)	(500,000)	(500,000)	(550,000)
Ending Cash Balance	$ 980,726	$ 1,057,039	$ 1,092,063	$ 1,028,193	$ 973,462	$ 815,448

	Budget Jan-27	Budget Feb-27	Budget Mar-27	Budget Apr-27	Budget May-27	Budget Jun-27
Beginning Cash Balance	$ 815,448	$ 705,170	$ 638,274	$ 673,092	$ 691,719	$ 725,069
Federal/State Funding	860,221	860,225	860,227	860,226	860,225	968,420
Other Income/Advance	24	21	19	20	21	22
Payments - Non-K12	(420,524)	(427,142)	(425,427)	(441,619)	(426,896)	(457,968)
Payments - K12	(550,000)	(500,000)	(400,000)	(400,000)	(400,000)	(400,000)
Ending Cash Balance	$ 705,170	$ 638,274	$ 673,092	$ 691,719	$ 725,069	$ 835,543

K12 Payment request of $250,000 for September 2026 Board Approval

Ohio Digital Learning School by K12

Federal Funds Summary

Program Name	Grant Year	Available Funding	Expenses Incurred YTD	Remaining Balance	Percentage Remaining	Funds Requested
Title I-A Improving Basic Programs	2027	241,837	15,603	226,234	94%	-
Title I - NC Supplemental School Improvement	2027	150,000	6,232	143,768	96%	-
Title II-A Supporting Effective Instruction	2027	24,907	179	24,727	99%	-
Title IV-A Student Support and Academic	2027	18,814	2,991	15,823	84%	-
IDEA-B Special Education	2027	226,610	18,705	207,905	92%	-
Expanding Opportunities for Each Child	2027	55,478	-	55,478	100%	-
Grand Total		$ 717,646	$ 43,711	$ 673,935	94%	$ -

THE HUNTINGTON NATIONAL BANK
PO BOX 1558 EA1W37
COLUMBUS OH 43216-1558

OHIO DIGITAL LEARNING SCHOOL
1745 INDIAN WOOD CIR STE 110
MAUMEE OH 43537-4061

Have a Question or Concern?

Stop by your nearest Huntington office or contact us at:

1-800-480-2001

www.huntington.com/businessresources

Huntington Unlimited Plus Checking — *Account: -------6590*

Statement Activity From: 08/01/26 to 08/31/26

Days in Statement Period	31
Average Ledger Balance*	1,133,161.21
Average Collected Balance*	1,133,161.21

* The above balances correspond to the service charge cycle for this account.

Beginning Balance	**$986,640.13**
Credits (+)	**707,617.12**
Electronic Deposits	707,588.25
Interest Earned	28.87
Debits (-)	**621,810.45**
Regular Checks Paid	121,302.77
Electronic Withdrawals	236,208.45
Wire Transfer Debits	398.99
Other Debits	263,900.24
Total Service Charges (-)	**83.00**
Ending Balance	**$1,072,363.80**

Average Percentage Yield Earned this period 0.029%

Other Credits (+) — *Account:-------6590*

Date	Amount	Description
08/14	672,161.71	STATE OF OHIO MAINT/WARR 081426 EDU0107826253 EDU01*COM0056427***NOTE: SCHOOL FINANCE PAYMENT - INVOICE #0056427 IRN 017643\
08/31	35,426.54	STATE OF OHIO MAINT/WARR 083126 TAX0600962783 TAX06*D-CASSDD-R17005011*CASINO TAX SCHOOL DISTRICT DISTRIBUTION: (614)466-7150\
08/31	28.87	INTEREST PAYMENT

Checks (-) — *Account:-------6590*

Date	Amount	Check #
08/26	358.97	1351 13517
08/14	407.45	13270*
08/14	225.00	13314*
08/05	174.00	13401*
08/17	177.28	13428*
08/28	204.97	13442*
08/17	125.00	13448*
08/03	139.57	13458*
08/14	225.00	13459
08/10	2,700.00	13466*
08/06	2,300.00	13471*
08/05	4,950.00	13472
08/04	3,680.00	13473
08/07	2,700.00	13476*
08/03	5,450.00	13477
08/04	5,054.00	13478
08/03	200.00	13479
08/10	125.00	13480
08/05	125.00	13481
08/17	125.00	13482
08/13	30.00	13484*
08/18	411.65	13485
08/19	309.76	13486
08/19	191.52	13487
08/24	246.24	13488
08/24	91.50	13489

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Checks (-) *Account:-------6590*

Date	Amount	Check #	Date	Amount	Check #
08/17	30.24	13490	08/24	2,875.00	13505
08/17	255.04	13491	08/19	4,280.00	13506
08/17	444.83	13492	08/20	20,945.98	13507
08/18	446.16	13493	08/25	2,911.66	13508
08/19	238.80	13494	08/19	50.00	13509
08/31	93.93	13495	08/21	51,301.07	13510
08/19	171.76	13496	08/19	679.12	13511
08/26	185.86	13497	08/25	585.59	13513*
08/17	177.84	13498	08/27	298.60	13514
08/17	231.32	13500*	08/25	214.32	13515
08/21	69.92	13501	08/31	240.26	13526*
08/17	197.60	13503*	08/31	241.20	13527
08/25	3,200.00	13504	08/31	209.76	13531*

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Other Debits (-) *Account:-------6590*

Date	Amount	Description
08/06	398.99	INTERNAL WIRE DEBIT-MANUAL-FREEFORM
08/06	184.04	LEASE SERVICES ACH PYMTS 260806 100-5360491-002
08/07	111,921.61	ASF, DBA Insperi PAYROLL 260806 0004547200
08/10	82.18	DONNELLON MCCART DONNELLON ID85Q8GOCM
08/11	1,752.76	ESERS WEB ACH CONTRIBUTE 260811 000000000651995
08/12	10,513.23	State Teachers R EDDP151019 325790 D448
08/13	1,000.00	ACH SETTLMT REL DATE_FUND HNB HVACH OHIO DIGI
08/13	943.54	NITEL NITEL ST-F0V3U0C4A9X2
08/21	98,204.02	ASF, DBA Insperi PAYROLL 260820 0004547200
08/25	1,437.07	ESERS WEB ACH CONTRIBUTE 260825 000000000654618
08/26	250,000.00	ACH SETTLMT REL DATE_FUND HNB HVACH OHIO DIGI
08/26	9,323.74	State Teachers R EDDP151019 326804 D448
08/27	12,900.24	ACH SETTLMT REL DATE_FUND HNB HVACH OHIO DIGI
08/27	1,846.26	ESERS WEB ACH CONTRIBUTE 260827 000000000655090

Service Charge Detail *Account:-------6590*

Date	Service Charge (-)	Waives and Discounts (+)	Description
08/17	48.00		FRAUD PROTECTION SERVICE FEES
08/17	35.00		ONLINE PAYMENT CENTER FEES
08/17	40.00		MONTHLY SERVICE FEE
08/17		40.00	TOTAL RELATIONSHIP SERVICE FEE WAIVE

Service Charge Summary — *Account:-------6590*

Previous Month Service Charges (-)	**$123.00**
Credits - Previous Month Charges (+)	40.00
Net Service Charges	**$83.00**
Total Service Charges (-)	**$83.00**

Balance Activity — *Account:-------6590*

Date	Balance	Date	Balance	Date	Balance
07/31	986,640.13	08/12	834,189.75	08/24	1,321,160.82
08/03	980,850.56	08/13	832,216.21	08/25	1,312,812.18
08/04	972,116.56	08/14	1,503,520.47	08/26	1,052,943.61
08/05	966,867.56	08/17	1,501,673.32	08/27	1,037,898.51
08/06	963,984.53	08/18	1,500,815.51	08/28	1,037,693.54
08/07	849,362.92	08/19	1,494,894.55	08/31	1,072,363.80
08/10	846,455.74	08/20	1,473,948.57		
08/11	844,702.98	08/21	1,324,373.56		

In the Event of Errors or Questions Concerning Electronic Fund Transfers (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

Verification of Electronic Deposits If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

Balancing Your Statement - For your convenience, a balancing page is available on our web site https://www.huntington.com/pdf/balancing.pdf and also available on Huntington Business Online.

Ohio Digital Learning School

Actuals for the Month

FY 2026-2027

August 2026

Funding Sources		
Basic Formula Funding - K-8 and HS	$	608,734
Special Education Funding - K-8 and HS	$	137,123
Other State Unrestricted Funds	$	-
State Restricted Funds - Non-SPED	$	22,875
State Restricted Funds - SPED	$	-
Federal - Title Funds	$	21,342
Federal - IDEA Funds	$	18,705
Other Federal Funds	$	-
Other Funding/Inc - Included in M&T base	$	-
Other Funding/Inc - Non M&T Base	$	24
Interest Income / Other	$	16,947
Total Funding	**$**	**825,751**
Instruction - Teachers		
Salary - Regular	$	118,753
Salary - Special Ed	$	74,611
Salary - ICs / Advisors / Counselors	$	26,570
Salary - Title	$	9,894
Salary - Other	$	8,912
Stipends	$	-
Salary - Part-Time Special	$	-
Salary - Part-Time ICs / Advisors / Counselors	$	-
Benefits	$	100,319
Bonus	$	10,386
Travel	$	966
Phone	$	365
K12 Instructional Materials	$	-
K12 Curriculum Delivery	$	-
K12 Charges-3rd Party Teacher	$	-
Teacher Laptops	$	-
Non-Instructional Materials & Supplies	$	486
Conf., Teacher Training & Prof. Dev.	$	19,103
Printing, Mailing, Postage	$	-
Tuition reimb.	$	-
ISP	$	100
Other	$	241
Total Instruction - Teachers	**$**	**370,705**
Instruction - Students		
Proctored Exams & Test Administration	$	7,242
K12 Curriculum Delivery	$	111,030
K12 Instructional Materials	$	29,537
K12 Computer, Peripherals, & Software	$	144,103
ISP	$	-
Sales Tax	$	-
K12 Charges Other	$	-
Other	$	12,686
Total Instruction - Students	**$**	**304,598**
Student and Family Services		
Special Ed Contracted Svcs & Other Related Exp.	$	6,556
Field Trips	$	-
Hybrid Program	$	-
School Events	$	-
Annual School Reports	$	-
School Premiums	$	-
Non-K12 Other	$	-
Total Student and Family Services	**$**	**6,556**
School Administration & Governance		
Educational Services	$	123,859
Oversight/Sponsor Fee	$	25,676
Legal Services	$	-
Payroll Services	$	16,238
Auditing - External	$	-
Board Development & Training	$	-
Administrator Travel	$	-
Administrator Phone	$	-
Admin Computer, Peripherals, & Software	$	-
Non-K12 Administrative Staff Salaries	$	39,093
Non-K12 Administrative Staff Benefits	$	13,310
Non-K12 Administrative Staff Bonus	$	2,546
Consultants	$	-
Temporary employees	$	-
Non-K12 Other	$	907
Total School Administration & Governance	**$**	**221,628**
Technology		
Technology Services	$	57,801
Non-K12 Other	$	-
Total Technology	**$**	**57,801**
Insurance / Facilities / Other		
Rent	$	2,912
Maintenance/Repair Facility	$	-
Water & Electric	$	-
Telephone	$	221
Internet Connection	$	944
Conference calls	$	-

Copier / Fax Lease	$	266
Outside Copying	$	-
Office Postage and Shipping	$	-
Office supplies and equipment	$	170
Computer equip. & installation	$	-
General Liability Insurance	$	8,550
Bank fees	$	214
Depreciation	$	-
Other	$	-
Total Insurance / Facilities / Other	**$**	**13,277**
Total School Expenditures This Period	**$**	**974,565**
Surplus (Deficit) This Period	**$**	**(148,814)**

Ohio Digital Learning School by K12™

Proposed FY27 Budget

May 2026

Ohio Digital Learning School by K12

Assumptions

	FY27 Proposed Budget (September 2026)	FY27 Approved Budget (May 2026)
ENROLLMENT:		
FTE	**912**	**1,366**
Average Enrollment	**1,352**	**1,708**
STUDENT/TEACHER RATIOS:		
High School (9-12)	**300:1**	**300:1**
SPED Intervention Specialist	**24:1**	**24:1**
Counselors	**400:1**	**400:1**
FUNDING PER FULL-TIME STUDENT:		
Guaranteed Per Pupil Amount	**$ 7,249.80**	**$ 7,249.80**

* Special Ed - Based on disability

Ohio Digital Learning School by K12

Proposed Budget Summary

	FY27 Proposed Budget (September 2026)	FY27 Approved Budget (May 2026)	Variance Higher/ (Lower)	% Change
Average Enrollment	1,352	1,708	(356)	-21%
Total Revenue	$ 10,216,724	$ 12,553,601	$ (2,336,877)	-19%
Teacher Expenses	3,395,895	4,022,891	(626,996)	-16%
Student Expenses	3,580,644	4,439,343	(858,699)	-19%
Student and Family Services Expenses	71,256	85,391	(14,135)	-17%
Administration and Governance Expenses	2,453,943	2,664,010	(210,067)	-8%
Technology Expenses	715,139	877,868	(162,729)	-19%
Insurance/Facilities/Other Expenses	101,441	109,716	(8,275)	-8%
Total Expenses	10,318,318	12,199,219	(1,880,901)	-15%
Surplus/Deficit	$ (101,593)	$ 354,383	$ (455,976)	-129%
After Balance Budget Credit	$ -	$ -	$ -	

Average Enrollment	Resizing of enrollment expansion.
Revenue/Funding	Decrease in enrollment.
Teacher Expenses	Net of headcount alignment and Insperity increase.
Student Expenses	Estimate based on expected course load and enrollment decrease.
Student & Family Services	Related services decreasing along with enrollment.
Admin. & Governance	K12 management and OCCS sponsor fees decreasing along with revenue. Partially offset by reclassification of existing staff.
Technology	Decreasing along with funding.
Insurance/Facilities	Decrease in general liability insurance.

Ohio Digital Learning School Budget Comparison

	FY27 Proposed Budget (September 2026)	FY27 Approved Budget (May 2026)	Variance	% Change	Notes
FTE:	**912**	**1,366**	**(454)**	**-33.2%**	Resizing of enrollment expansion
Average Enrollment:	**1,352**	**1,708**	**(356)**	**-20.8%**	Resizing of enrollment expansion
FUNDING:					
Basic Formula Funding - HS	$ 6,991,632	$ 8,935,887	$ (1,944,255)	-21.8%	Decrease in enrollment
Special Education Funding - HS	$ 1,530,902	$ 1,902,806	$ (371,904)	-19.5%	Decrease in enrollment
Other State Unrestricted Funds	$ 86,053	$ 86,053	$ -	0.0%	
State Restricted Funds - Non-SPED	$ 407,637	$ 511,363	$ (103,726)	-20.3%	Decrease in enrollment
State Restricted Funds - SPED	$ -	$ -	$ -	0.0%	
Federal - Title Funds	$ 328,134	$ 506,791	$ (178,657)	-35.3%	Alignment of revenues to allocated expenses
Federal - IDEA Funds	$ 248,663	$ 251,641	$ (2,978)	-1.2%	Alignment of revenues to allocated expenses
Other Federal Funds	$ 55,000	$ 122,097	$ (67,097)	-55.0%	Alignment of revenues to allocated expenses
Other Funding/Inc - Included in M&T base	$ -	$ -	$ -	0.0%	
Other Funding/Inc - Non M&T Base	$ 456	$ 456	$ -	0.0%	
CRE Specific Funding	$ 568,247	$ 236,507	$ 331,740	140.3%	Increase in CTE related funding and allocated expenses
Total Funding	**$ 10,216,724**	**$ 12,553,601**	**$ (2,336,877)**	**-18.6%**	
EXPENSES:					
Instruction - Teachers					
Salary - Regular	$ 966,222	$ 1,078,140	$ (111,919)	-10.4%	Net change in teacher salaries is -$432,898
Salary - Special Ed	$ 604,460	$ 750,100	$ (145,641)	-19.4%	
Salary - ICs / Advisors / Counselors	$ 190,631	$ 186,866	$ 3,765	2.0%	Headcount aligned to enrollment volume
Salary - Title	$ 120,228	$ 299,060	$ (178,832)	-59.8%	
Salary - Other	$ 71,129	$ 71,400	$ (271)	-0.4%	
Stipends	$ 35,500	$ 57,700	$ (22,200)	-38.5%	Reduction in summer school stipends
Salary - Part-Time Special	$ -	$ -	$ -	0.0%	
Salary - Part-Time ICs / Advisors / Counselors	$ -	$ -	$ -	0.0%	
Benefits	$ 1,056,787	$ 1,157,447	$ (100,660)	-8.7%	Net of headcount alignment and Insperity benefits increase
Bonus	$ 100,040	$ 119,278	$ (19,238)	-16.1%	Headcount aligned to enrollment volume
Travel	$ 3,347	$ 3,388	$ (41)	-1.2%	
Phone	$ 8,153	$ 8,294	$ (141)	-1.7%	
Instructional Materials	$ -	$ -	$ -	0.0%	
Curriculum Delivery	$ 123,200	$ 97,790	$ 25,410	26.0%	Aligned to actuals
K12 Charges-3rd Party Teacher	$ 15,000	$ 60,300	$ (45,300)	-75.1%	Expected reduction in 3rd party teacher coverage
Teacher Laptops	$ 15,000	$ 39,000	$ (24,000)	-61.5%	Full laptop refresh completed in FY26
Non-Instructional Materials & Supplies	$ 2,390	$ 1,925	$ 465	24.2%	
Conf., Teacher Training & Prof. Dev.	$ 51,673	$ 54,552	$ (2,880)	-5.3%	
Printing, Mailing, Postage	$ 446	$ 461	$ (14)	-3.1%	
Tuition reimbursement	$ -	$ -	$ -	0.0%	
ISP	$ 24,544	$ 25,983	$ (1,439)	-5.5%	
Non-K12 Other	$ 7,146	$ 11,206	$ (4,060)	-36.2%	
Subtotal: Instruction - Teachers	**$ 3,395,895**	**$ 4,022,891**	**$ (626,996)**	**-15.6%**	
Instruction - Students					
Proctored Exams & Test Administration	$ 132,001	$ 159,008	$ (27,007)	-17.0%	Enrollment decline
Curriculum Delivery	$ 1,825,323	$ 2,473,799	$ (648,476)	-26.2%	Estimate based on enrollment and expected course load
Instructional Materials	$ 72,554	$ 126,207	$ (53,653)	-42.5%	Estimate based on enrollment and expected course load
Computer, Peripherals, & Software - Learning	$ 1,222,594	$ 1,376,804	$ (154,210)	-11.2%	Estimate based on enrollment and expected course load
ISP	$ -	$ -	$ -	0.0%	
Sales Tax	$ -	$ -	$ -	0.0%	
K12 Charges Other	$ 127,347	$ 140,505	$ (13,158)	-9.4%	Estimate based on enrollment and expected course load
Non-K12 Other	$ 200,826	$ 163,021	$ 37,805	23.2%	Increase in CTE and grant funded tutoring expenses
Subtotal: Instruction - Students	**$ 3,580,644**	**$ 4,439,343**	**$ (858,699)**	**-19.3%**	
Student and Family Services					
Special Ed Contracted Svcs & Other Related Exp.	$ 62,712	$ 71,078	$ (8,366)	-11.8%	Alignment to actuals
Field Trips	$ -	$ 185	$ (185)	-100.0%	
Hybrid Program	$ -	$ -	$ -	0.0%	
School Events	$ 8,544	$ 6,500	$ 2,044	31.4%	
Annual School Reports	$ -	$ -	$ -	0.0%	
School Premiums	$ -	$ -	$ -	0.0%	
Non-K12 Other	$ -	$ 7,628	$ (7,628)	-100.0%	
Subtotal: Student and Family Services	**$ 71,256**	**$ 85,391**	**$ (14,135)**	**-16.6%**	

School Administration & Governance					
Management Services (Mgt. Fee 15% of designated revenue)	$ 1,532,440	$ 1,881,146	$ (348,706)	-18.5%	15% of Eligible revenue. Decreasing along with revenue
Oversight/Sponsor Fee (OCCS 3% of designated revenue)	$ 284,953	$ 347,597	$ (62,644)	-18.0%	3% of eligible revenue. Decreasing along with revenue
Legal Services	$ 25,678	$ 26,448	$ (770)	-2.9%	
Payroll Services	$ 149,592	$ 130,810	$ 18,782	14.4%	Insperity increase
Auditing - External	$ 15,125	$ 12,777	$ 2,348	18.4%	
Board Development & Training	$ 6,875	$ 6,500	$ 375	5.8%	
Administrator Travel	$ -	$ -	$ -	0.0%	
Administrator Phone	$ -	$ -	$ -	0.0%	
Admin Computer, Peripherals, & Software	$ 1,000	$ -	$ 1,000	0.0%	
Non-K12 Administrative Staff Salaries	$ 279,515	$ 165,751	$ 113,764	68.6%	Net change in teacher salaries is $155,095
Non-K12 Administrative Staff Benefits	$ 114,024	$ 72,693	$ 41,331	56.9%	Reclassification of existing staff
Non-K12 Administrative Staff Bonus	$ 15,241	$ 8,288	$ 6,953	83.9%	
Consultants	$ 17,500	$ -	$ 17,500	0.0%	Hylant Consulting Agreement
Temporary employees	$ -	$ -	$ -	0.0%	
Non-K12 Other	$ 12,000	$ 12,000	$ -	0.0%	
Subtotal: School Administration & Governance	**$ 2,453,943**	**$ 2,664,010**	**$ (210,067)**	**-7.9%**	
Technology					
Technology Services (Technology Fee 7% of designated revenue)	$ 715,139	$ 877,868	$ (162,729)	-18.5%	7% of Eligible revenue. Decreasing along with revenue
Non-K12 Other	$ -	$ -	$ -	0.0%	
Subtotal: Technology	**$ 715,139**	**$ 877,868**	**$ (162,729)**	**-18.5%**	
Insurance / Facilities / Other					
Rent	$ 34,940	$ 34,944	$ (4)	0.0%	
Maintenance / Repair Facility	$ -	$ -	$ -	0.0%	
Water & Electric	$ -	$ -	$ -	0.0%	
Telephone	$ 4,725	$ 4,635	$ 90	1.9%	
Internet Connection	$ 11,869	$ 11,643	$ 226	1.9%	
Conference Calls	$ -	$ -	$ -	0.0%	
Copier / Fax Lease	$ 3,299	$ 3,236	$ 63	1.9%	
Outside Copying	$ -	$ -	$ -	0.0%	
Office Postage and Shipping	$ 2,100	$ 1,545	$ 555	35.9%	
Office Supplies and Equipment	$ 1,575	$ 1,545	$ 30	1.9%	
Computer Equip. & Installation	$ -	$ -	$ -	0.0%	
General Liability Insurance	$ 41,533	$ 50,931	$ (9,398)	-18.5%	Alignment to actuals
Bank Fees	$ 1,400	$ 1,236	$ 164	13.3%	
Depreciation	$ -	$ -	$ -	0.0%	
Non-K12 Other	$ -	$ -	$ -	0.0%	
Subtotal: Insurance / Facilities / Other	**$ 101,441**	**$ 109,716**	**$ (8,275)**	**-7.5%**	
Total School Expenditures	**$ 10,318,318**	**$ 12,199,219**	**$ (1,880,901)**	**-15.4%**	
Surplus (Deficit)	**$ (101,593)**	**$ 354,383**	**$ (455,976)**	**-128.7%**	
After Balanced Budget Credit	**$ -**	**$ 354,383**			



ODLS BOARD MEETING

9/23/2026

THINGS TO KNOW

- K12 Board and Partner Summit: 10/6-10/8
- Parent Teacher Conference: 11/11
- Thanksgiving Break: 11/25-11/27
- Fall EOC Testing: 12/7-12/18



Ohio Digital Learning School by K12™

SCHOOL INFO.

1125 Total Students

309 Students for 8/24 Cohort

200 New Students Day One

0 Suspensions & 0 Explosions

Ohio Digital Learning School by K12

STAFFING UPDATES

Open Positions:

Science
Program Coordinator
School Health Position

Current staff

53- total
22- Gen Ed Teachers
13 -Special Education Teachers
18 -support staff



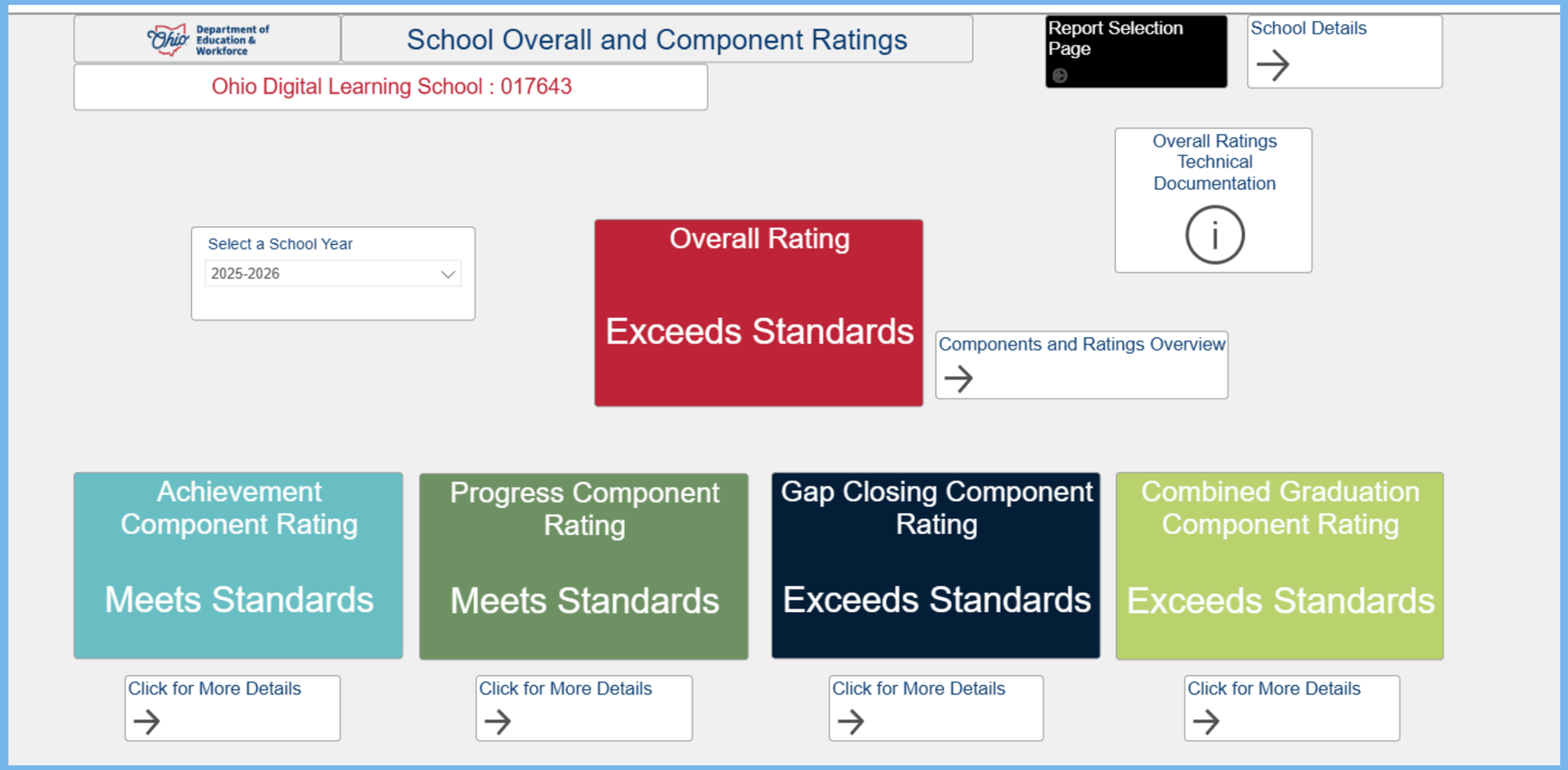


STAR TESTING

We had a great STAR testing window! Across **25** testing sites, **47** amazing staff members worked together to support our students. We successfully tested **703** of **886** students, reaching a **79%** participation rate!
This was a huge team effort across the state, and we are excited to continue building on this success in our next testing window.



ODLS 25/26 REPORT CARD



ODLS 25/26
REPORT CARD

Ohio Digital Learning School — 2025–2026 Report Card Highlights
Overall Rating: Exceeds Standards

Gap Closing: Exceeds Standards — demonstrating strong performance in addressing achievement gaps among student groups.

Combined Graduation: Exceeds Standards — reflecting strong graduation outcomes for students.

Achievement: Meets Standards — students are demonstrating expected levels of academic achievement.

Progress: Meets Standards — students are making expected academic growth.

Cleveland Mentor Residence Inn







Mr Seddon has two dogs named, Socrates (guess what subject he teaches) and Lady

Mr Seddonisvery passionate that a sloppy joe is NOT a sandwich!



Proctors

Mr Seddon



Mrs Anderson

Mrs Anderson said one word that described her testing experience in HS was “anxious”

She wants you to know “I really care about students futures”

Mrs. Anderson doesn’t get the slang term “chopped”... Help her out!

From the Desk of the Social Emotional Counselor

WHYDOESMYBRAINFREAKOUTDURINGTESTS?

The psychology behind test anxiety

Your brain thinks something important is happening.
Tests involve being evaluated, uncertainty, and the possibility of getting something wrong. The more important or high-stakes a test feels, the more likely students are to experience test anxiety. Research has found both perceived test difficulty and high-stakes consequences are associated with greater test anxiety.

Your body can turn on its alarm system.
Anxiety isn't only a thought. It can show up physically as a racing heart, sweating, nausea, tension, shakiness, or other sensations of nervousness. Researchers call this the emotionality/physiological component of test anxiety.

Worry takes up mental space.
Your brain has a limited amount of working memory—the mental workspace you use to hold and manipulate information while solving a problem. Thoughts like “What if I fail?” “I don't remember anything,” or “Everyone else knows this” compete for those same cognitive resources.

That makes focusing harder.
Anxiety can shift attention away from the question in front of you and toward worry, distracting thoughts, or perceived threats. This is one reason you might read the same question three times or suddenly have trouble concentrating.

And sometimes you “blank.”
The information may still be learned, but anxiety can make the mental processes needed to access and work with information less efficient. Recent research continues to find differences in working-memory and attentional-control processes among people with high test anxiety, particularly as cognitive demands increase.

THE MOST IMPORTANT PART:
Test anxiety does not mean you aren't smart, didn't study, or can't do the work.
A test is asking your brain to remember + think + concentrate + manage stress at the same time.

Your anxious brain isn't a broken brain. It's a brain responding to something it believes matters. And there are strategies we can use to help it feel safer and free up some of that mental space.

Ohio Digital Learning School by K12™

THANK YOU!

www.odls.k12.com

Marketing Updates

September 2026

Ohio Digital Learning School by K12

Year-Over-Year Comparison: Fall FY27 Enrollment Performance

Ohio Digital Learning School by k12

ODLS	FY27	FY26	YoY Change
Applications	**1,968**	1,477	+ 491 / 33%
New Enrollment	**951**	561	+ 390 / 70%
Total Active Enrollment	**1,377**	1,268	+ 109 / 9%

Season to Date (2/19/26 - 9/15/26)
Total active enrollment includes new enrollments + re-registering students for FY27

COMPANY CONFIDENTIAL

Ohio Digital Learning School by k12

School Marketing Overview

ODLS is your local school, delivered virtually.

- Enhanced differentiation & value proposition: integrate what makes your school unique into core messaging
- Empower parents, students, and staff to tell our story
- Highlight school successes and students' outcomes
- Build local awareness through empathetic, relatable messaging



COMPANY CONFIDENTIAL

School Marketing Strategy

Ohio Digital Learning School by k12



Earned Media

Owned Media

Paid Media

k12

COMPANY CONFIDENTIAL

How Families Find ODLS

Ohio Digital Learning School by k12

Paid Search (Google)
Families searching for online schools see K12-powered Ohio schools as a search result.

Meta Ads (Facebook & Instagram)
Targeted ads show ODLS to parents who may be interested.

Organic Search
Families find ODLS by typing school-related questions into Google.

Earned Media & PR
ODLS is featured in news stories and local updates that families read.

Organic Social Media
Parents and students follow ODLS's posts to stay connected.

Email Marketing
Prospective families receive information about ODLS and enrollment.

COMPANY CONFIDENTIAL

Earned and Owned Media Highlights

Ohio Digital Learning School by k12

[ODLS Graduation]
- 1 Total Mention
- Est. Audience: 23.2K



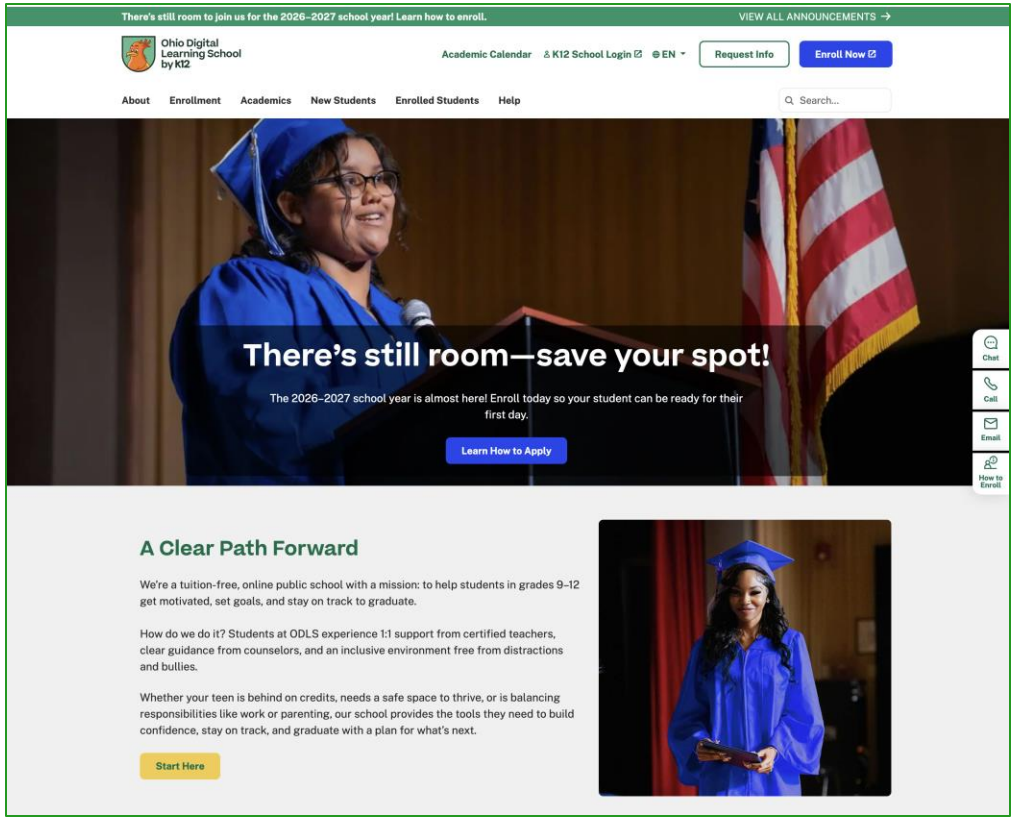
[ODLS Diapers & Diplomas]
- 3 Total Mentions
- Est. Audience: 42.3K



Recent Blog Posts

- How 3 New Career Courses Give ODLS Students More Ways to Prepare for the Future
- How Flexible Learning Madalyn Earn Her High School Diploma While Raising a Daughter
- How Online High School Helped Hunter Earn His Diploma and Build a Future
- How ODLS Educators are Advocating for Virtual Students
- Learning Outside the Virtual Classroom: ODLS Cleveland Museum of Art Field Trip
- Ann Mangan Reflects on 32 Years in Education

Website Updates



Website Maintenance:

- Enrollment Messaging: There's still room! Save your spot
- New Parent & Student Handbooks
- 26/27 Academic Calendars

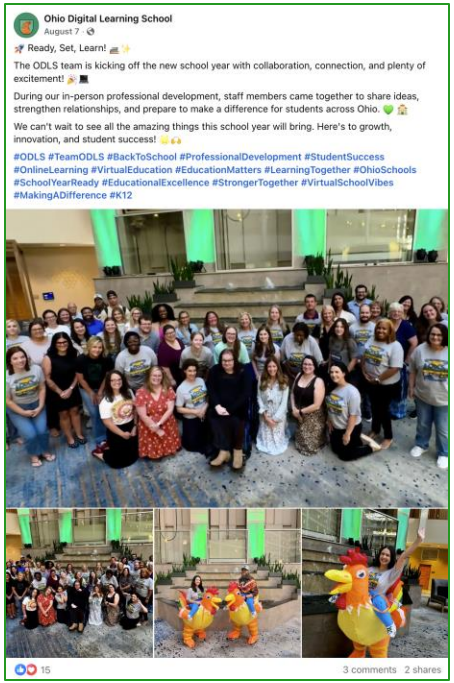
Resources available to easily update websites:

- Submit a Web Request Form for quick updates
- Access the WordPress Editor's Guide Training
- Watch several WordPress Training Videos
- Attend Monthly Marketing Training Hours
- Attend Web Operations Office Hours

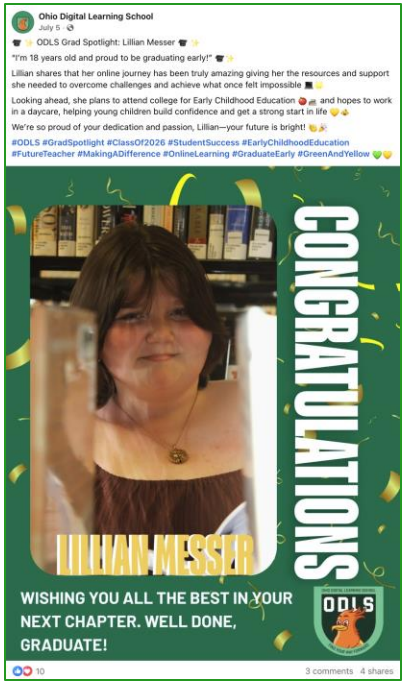
COMPANY CONFIDENTIAL

ODLS Social Media Highlights

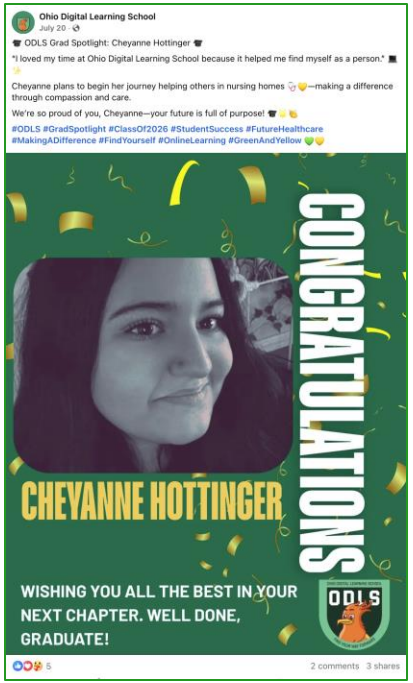
Throughout the first part of Q1 (July, August), ODLS received 33,356 impressions (**7% YoY increase**) and 1,967 engagements (**67% YoY increase**) across its 211 published posts on Facebook & Instagram. Below are some the top performing posts.



View Post



View Post



View Post

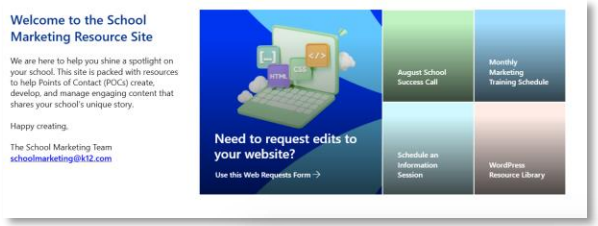
COMPANY CONFIDENTIAL

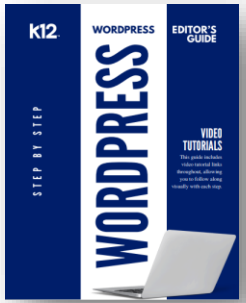
Marketing Tools & Support

Ohio Digital Learning School by K12

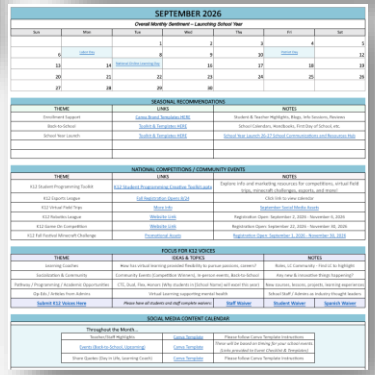
For ongoing marketing success, K12 supports the ODLS team with a range of tools:

- **Canva** access and templates for simplified creative development.
- **Sprout Social** access for managing social media posts, engaging with followers, responding to reviews, and reporting on outcomes.
- **Pixlee account** for cultivating and organizing User Generated Content
- An **Editorial and Social Media Content Calendar** to support organic social media efforts
- Access to webinar platform **ON24**
- Profiles on directory sites such as **Google Business**, **Niche**, and **Public-School Review**
- SharePoint folder with an abundance of best practices, guides, and tutorials
- Weekly **Web Operations Office Hours**
- Monthly **Marketing Training Hours**
- Monthly **School Success Call** with attendees across the Marketing team
- Monthly **Success Call Newsletter & Priorities Email**





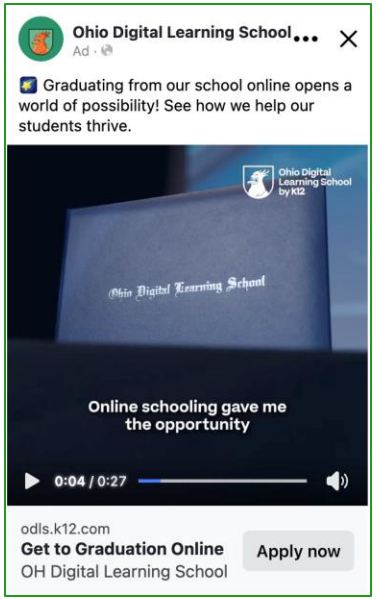




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ODLS Paid Ads this Quarter

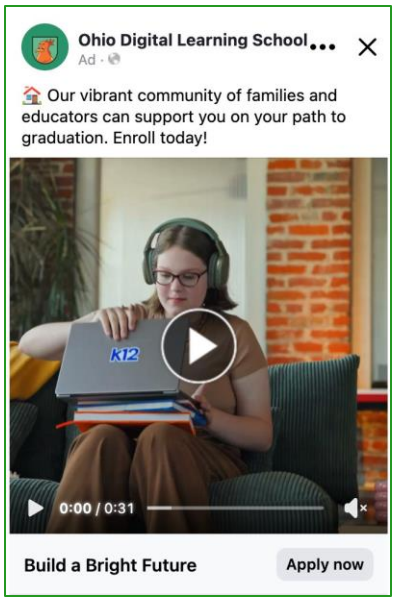
Ohio Digital Learning School by k12











K12 Paid Ads this Quarter

We are running national K12 ads in Ohio to build awareness and trust with families who may not know ODLS by name yet.These ads direct families to the K12 landing page, where they are encouraged to request more information on K12-powered schools.



[Preview Link]



[Preview Link]



[Preview Link]

What's Next?

Ohio Digital Learning School by k12

We will continue to leverage stories of real teachers, students, and ODLS events to help potential families visualize the experience through authentic and personalized points of view.

We will remain engaged in collaborative efforts between the school marketing team and ODLS.

Local and national paid digital media campaigns will continue.

k12

COMPANY CONFIDENTIAL



Thank you!

Katie Shuler
School Marketing Manager
kshuler1@k12.com

Records Retention Schedule

This Retention Schedule does not imply that all records listed have been or should be created by the School.

Records will not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

The media type of a record does not control the retention period; rather the content of the record determines the retention period. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e- mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Sch. #	Record Series and Description	Retention Period	Media Type
	Board and Administrative Records		
101	Minutes – Official copy of proceedings of regular and special meetings	Permanent	Paper or electronic
102	Audio tapes/DVD's of Minutes – Recording of Board meetings	2 years	Paper or electronic
103	Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes	1 year	Paper or electronic
104	Agendas – Written outlines of material to be discussed at the Board of Education meetings	1 calendar year provided audited	Paper or electronic
105	Board Meeting Packets – Packets prepared for board members. May include agendas, copies of reports and informational handouts.	Retain until minutes transcribed and approved	Paper or electronic
106	Administrative Council Notes: Notes from Administrative Council meetings held prior to Board Meeting to review Board agenda and current activity in the District	1 calendar year	Paper or electronic
107	Blueprints, Plans, & Maps –Provide detailed description of school facilities and property	Permanent	Paper or electronic
108	Deeds, Easements, Leases – Real estate documents of ownership, easements and leased property by district	Permanent	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
109	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations	1 year after superseded	Paper or electronic

110	Administrative Regulations – Adoption of the school policy manual which outlines, and describes the means by which a policy should be implemented providing for the management of planning, action, and assessment or evaluation.	1 year after superseded	Paper or electronic
111	Court Decisions – Court proceedings involving the District excluding claims and litigations	Permanent	Paper or electronic
112	Claims and Litigations – Court processing for which the District is being or is suing for damages	Permanent	Paper or electronic
113	Administration of Federal and Stated Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title 1 parent advisory councils, coordination with other school-based programs and services, etc.)	Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later, then destroy	Paper or electronic
114	Boundary Records - Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries	Permanent	Paper or electronic
115	Grievance Files/Settlements/Arbitration - Documentation of settlements and arbitration, grievances filed by local collective bargaining groups	10 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

116	Historical Records, Materials and Artifacts that should be retained for Commemorative Events and Displays - Records documenting events or milestones of individual schools, school districts and educational service centers, where these events are not documented in other records (such as board minutes, transcripts, etc.) Including but not limited to award lists, baccalaureate and commencement programs, cumulative class rankings, diploma order lists, final grade point summaries, honor roll lists, graduating class history files, student newspapers, yearbooks/annuals.	Permanent	Paper or electronic
117	Monthly Administrative Reports & Supporting Documentation – Reports submitted monthly by administrators and supervisors on current activity in District associated with Board Agenda	1 calendar year	Paper or electronic
118	Elections – Items put on the ballot (tax levy related) regarding the financial support of the District	10 years	Paper or electronic
119	Records Retention and Disposition Forms – Any forms documenting the retention and disposition of the records of an office	Permanent	Paper or electronic
120	Bargaining Agreements – Record of Agreements between the board and recognized local associations of certified and classified staff with regard to wages, hours and other terms of employment including notes taken during the negotiation process	8 years after superseded	Paper or electronic
121	Budget Policy Files – annual budget (tax and appropriation) preparation and documentation	5 years	Paper or electronic
122	Workers Compensation Claims – Claims filed by employees due to on the job injury	10 years after financial payment made	Paper or electronic
123	Bank Depository Agreements – An agreement between a bank and the district where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time	4 years after completion	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

124	Organization Reports	2 years provided audited	Paper or electronic
125	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the District	Until superseded	Paper or electronic
126	Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio's Operating Standards")	Until superseded	Paper or electronic
127	Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities	Until superseded	Paper or electronic
128	Photo/Media Release - External Usage - Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.	Retain for six years after end of school year	Paper or electronic
129	Photo/Media Release - Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy.	Paper or electronic
130	Photo/Media Release - School District Usage - Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used, then destroy.	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

131	Public Record Requests – Requests for records & documentation that requests were fulfilled	2 years	Paper or electronic
132	Organizational Memberships	Until superseded	Paper or electronic
133	Visitor Log	1 school year	Paper or electronic
134	Before and After School Child Care (Latchkey) Sign In/Out Sheets	2 years	Paper or electronic
135	Before and After School Child Care (Latchkey)Receipts & Weekly Reports Receipts & detail information to back-up Treasurer receipts	4 years provided audited	Paper or electronic
136	Before and After School Child Care (Latchkey) Registration Forms	2 years	Paper or electronic
137	Child Care License – Copy of Child Care license issued by ODE, required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited	Paper or electronic
138	Legal Advertisements / Notices- Announcements to inform the public of meetings, hearings, bids, auctions or other events	1 year	Paper or electronic
	Employee Records		
201	Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s).	Purge and destroy 7 years after employment termination	Paper or electronic
202	Personnel Files (Long-Term Retention)- Documentation of the history and status of the status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers	75 years after employment termination.	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

203	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment	7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract	Paper or electronic
204	Comp Time Cards – Accumulated and used comp time cards	Current fiscal year	Paper or electronic
205	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results	5 years	Paper or electronic
206	Teacher Lesson Plan Books	End of current school year or until superseded	Paper or electronic
207	Employee Contracts – Written agreement between the District and the employee	4 years after termination	Paper or electronic
208	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity	2 years provided audited	Paper or electronic
209	Irregular Employee Contracts – Written agreement between the District and substitutes and other irregular employees benefits	4 years after contract expires	Paper or electronic
210	Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied	5 years provided audited	Paper or electronic
211	Unemployment Records – Documentation of unemployment records	5 years	Paper or electronic
212	Applications (not hired) – Applications submitted of individuals not hired into the District	2 years provided audited	Paper or electronic
213	Schedules of Employees	Fiscal year plus 2 years	Paper or electronic
214	Teacher Personnel Reports (internal)	Fiscal year plus 1 year	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

215	I-9 Immigration Form – Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination, whichever is later	Paper or electronic
216	Job Descriptions – Description of expectations and responsibilities of each job	Retain until superseded or obsolete	Paper or electronic
217	Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.	2 years	Paper or electronic
218	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded	Paper or electronic
219	LPDC (Local Professional Development Committee) Meeting Minutes	10 years	Paper or electronic
220	Staff Acceptable Use Policy – A Form signed by staff agreeing to use the District network responsibly for District related work	6 years	Paper or electronic
221	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information	5 years	Paper or electronic
222	Annual Training Documentation – Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/ points awarded; sign-in sheets, and attendee lists	3 years plus current year provided audited	Paper or electronic
223	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy	Paper or electronic
224	Employee Handbooks – Handbooks that each employee receives upon being hired	Until superseded	Paper or electronic
225	Physician's Report of Work Ability – Physicians report of ability/restrictions for injured employees	7 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

	Student Records		
	Student Records- (Long-Term)		
301	Student Information– Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed	Permanent	Paper or electronic
302	Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts	75 years after graduation, withdrawal, or transfer	Paper or electronic
303	Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ - achievement ability tests	75 years after graduation, withdrawal, or transfer	Paper or electronic
304	Foreign Exchange Records – Records of students from foreign countries	75 years after graduation, withdrawal, or transfer	Paper or electronic
305	Home Schooled Records – Records of students living within the District that are being schooled from home	75 years after graduation, withdrawal, or transfer	Paper or electronic
	Student Records- (Short-Term)		
306	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the District	6 years after graduation, withdrawal, or transfer	Paper or electronic
307A	Activity Record – A list of activities students participated in during their high school years	6 years after graduation, withdrawal, or transfer	Paper or electronic
307B	Liability Waivers – Records document the release of the school, district, or ESC from liability related to various activities that include student, volunteer, or citizen involvement. Records may include but are not limited to release forms with terms, date, signatures, and related information. Includes athletic participation waivers and forms related to legal requirements such as Lindsay's Law.	3 years after school year in which records were created. In the event of accident or injury, retain until minor reaches the age 21	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

307C	Student Athlete Files- Records maintained on student athletes, including physical exams, consent forms, and eligibility evaluations.	3 years after school year in which records were created	Paper or electronic
308A	Student Worker Applications	6 years after graduation, withdrawal, or transfer	Paper or electronic
308B	Student Work Permits- State issued permit for a student under the age of 18 to be employed	3 years	Paper or electronic
309	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer	Paper or electronic
310	Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans	6 years after graduation, withdrawal, or transfer	Paper or electronic
311	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the District, along with action taken	6 years after graduation, withdrawal, or transfer	Paper or electronic
312	Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.	6 years after graduation, withdrawal, or transfer	Paper or electronic
313	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor and parent's notes	1 year	Paper or electronic
314	Cumulative Photo Records	1 year after graduation	Paper or electronic
315	Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).	1 year after graduation	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year, then destroy	Paper or electronic
317	Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication	6 years	Paper or electronic
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year, then destroy.	Paper or electronic
319	Student Schedules/Contact Information	Until superseded	Paper or electronic
320	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record	End of current school year	Paper or electronic
321	Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities	2 years after end of fiscal year	Paper or electronic
322	Adult Basic Literacy Education/General Education Development. (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.	1 year	Paper or electronic
323	Custody Court Documents – Verification of court established guardianship/custody	Until superseded or student reaches 18 years of age	Paper or electronic
324	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, noticed received from the County Juvenile Court	5 years	Paper or electronic
325	Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Through graduation	Paper or electronic
326	Teacher Grade Books/Records	3 years provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type

327	Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students	3 years	Paper or electronic
328	Open Enrollment Forms - Registration of student living outside the District enrolling into the school District	5 years	Paper or electronic
329	Transfer Records – Records of students transferring from one school to another (granted/not granted)	5 years	Paper or electronic
330	Emergency Information – A form containing student emergency contact information	Until superseded	Paper or electronic
331	Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions	10 years after last contact	Paper or electronic
332	Health Logs – Record of health care services provided to students such as medication and first aid.	2 years	Paper or electronic
333	Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits	4 years	Paper or electronic
Special Needs Records In accordance with OAC 3301-51-04 and 34 CFR 300.624, parents should be informed when personally identifiable information collected, maintained or used under OAC 3301-51-04 is no longer needed to provide educational services to the child. This information must also be destroyed at the request of the parent with the exception of information described in item 301. These records may be needed beyond the retention period in connection with applications for social security or other benefits. However, unnecessarily long retention may jeopardize personal privacy.			
334	Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated.	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
335	Psychological Records (Restricted) – Records that document all students who are provided counseling, pyschological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material	Retain 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or electronic
336	Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or electronic
337	Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
338	504/ADA Plan – Plan that allows various accommodations for a student with a general disability	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or electronic
339	Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student	Retain for 6 years after student graduates or withdraws from district, then destroy.	Paper or electronic
340	Transfer of Home-Based Student to School/District - Records relating to the transfer of home-based student to school/district, including placement/ evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from district, then destroy.	Paper or electronic
341	Special Needs Records (Student not Eligible) - Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program	Retain for 5 years after student determined to be ineligible then destroy.	Paper or electronic
342	Student Psychological or Social Assessment (Non-Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain 1 year after report is written	Paper or electronic
343	Student Psychological or Social Assessment (Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain 6 years	Paper or electronic
	BUILDING RECORDS		
401	Building Account Reports – Report of maintenance and custodial services accounts	Until superseded	Paper or electronic
402	E-Rate Funding Application – Federal Telecommunications funding applications	6 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
403	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited	Paper or electronic
404	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans	Retain 6 years after obsolete or superseded, then destroy	Paper or electronic
405	Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, heath conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	1 year after end of fiscal year	Paper or electronic
406	Fire Inspection – Reports of building inspection performed by the city Fire Division	4 years provided audited	Paper or electronic
407	Building Inspection Reports – Elevator, sprinkler, and alarm system reports	2 years	Paper or electronic
408	Building Health Inspections – A record of all health inspections performed within a building	2 years after end of fiscal year	Paper or electronic
409	Student Activity Records – Pay in forms, pay-out forms; account forms/Dist.; budget forms, requisitions; purchase order; ticket sales reports	2 years	Paper or electronic
410	Receipt and Deposit Slips – copies of receipts for monies turned into the office	4 years provided audited	Paper or electronic
411	Budget and Appropriation Records – Record of building budget	4 years provided audited	Paper or electronic
412	Requisitions and Purchase Orders – Record of money being requested and a record of items purchased form the building budget	2 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
413	Inventories – Inventory of supplies, textbooks, and other materials purchased and used with the building	Until superseded	Paper or electronic
414	Student Handbook – Handbook containing student policies, regulations and codes	Until superseded	Paper or electronic
415	Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending	Paper or electronic
	Central Department Records		
	Administrative Offices		
501	School Calendars – Calendar for in session/out of session school days as well as professional days for teachers	5 years	Paper or electronic
502	Personnel Directory – Names, phone numbers and addresses of all employees	10 years	Paper or electronic
503	Enrollment Record (by grade/building)	Permanent	Paper or electronic
504	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the District	4 years provided audited	Paper or electronic
505	Building/Facilities and Equipment Inventory – Inventory of equipment owned by District	Until superseded provided audited	Paper or electronic
506	Building, Boiler & Maintenance Reports – Inspection/ maintenance reports for each building including boiler inspection/ maintenance	Until superseded provided audited	Paper or electronic
507	Prevailing Wage Records - Report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work	4 years provided audited	Paper or electronic
508	Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups	2 years provided audited	Paper or electronic
509	Work Orders – A report of all requested maintenance/custodial work	4 years provided audited	Paper or electronic
510	Environmental Reports and Data – Reports on asbestos and other environmental issues	4 years provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
511	Vandalism Reports – Reports of vandalism throughout the District	4 years provided audited	Paper or electronic
512	Student Activity Purpose Clauses	Until superseded	Paper or electronic
513	Sales Potential Form (Student Activities)	4 years provided audited	Paper or electronic
514	Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event	4 years provided audited	Paper or electronic
515	Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	1 year provided audited	Paper or electronic
516	Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC	4 years after completion of project	Paper or electronic
517	Contractor Files – Contractor resolutions, additions drawings, etc.	5 years after completion of project provided audited and no action pending	Paper or electronic
	Transportation Department		
518	Driver Physical – A report of the annual physical performed on drivers	6 years (See OAC 3301-83-07-E-7)	Paper or electronic
519	Daily Bus Schedules – may show bus route, time trip began and ended, number of pupils carried, and drivers signature	Retain for 6 years after end of school year, then destroy	Paper or electronic
520	Fuel Consumption Data – Fuel records for the buses	4 years provided audited	Paper or electronic
521	Transportation Records – Transportation requests received from schools that include student and busing information	4 years provided audited	Paper or electronic
522	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips	Fiscal year plus 2 years	Paper or electronic
523	Preventive Maintenance Reports – A report of work performed to maintain equipment	Fiscal years plus 2 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
524	Warranty/Guarantee – Warranty of equipment	Life of equipment	Paper or electronic
525	Plant and Equipment Inventory	Until superseded provided audited	Paper or electronic
526	Vendor Data: W-9 and 1099 documents maintained as long as active vendor then retention period is applied.	6 years and current provided audited	Paper or electronic
527	Accident Reports - Law enforcement reports regarding bus accidents	3 years provided no action pending	Paper or electronic
528	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Life of vehicle	Paper or electronic
529	Vehicle License - BMV licensing documentation of motor vehicles	1 year after termination	Paper or electronic
530	Vehicle Records – Vehicle insurance, finance paperwork	As long as vehicle is owned by District	Paper or electronic
531	Driver Certification – Bus driver certification form	1 year after termination	Paper or electronic
532	Supplies Inventory – Shop/mechanic inventory	Until superseded	Paper or electronic
533	Vehicle Defect Report – Record of defects on each bus	Life of vehicle	Paper or electronic
534	Bus on Board Security & Surveillance videos	Use for one recording cycle then reuse provided no action pending	Paper or electronic
535	Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name	Retain for 1 year after incident, then destroy	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
536	Application for Special Transportation - Application for students with physical disabilities/medical problems	4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner	Paper or electronic
537	Bus Condition Checklist - Daily evaluation of bus by drivers	Retain for 1 year after end of school year	Paper or electronic
	Food Services Department		
538	Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served	4 years provided audited	Paper or electronic
539	Lunchroom Records – Cashier's daily production sheets from each building, cash register tapes	4 years provided audited	Paper or electronic
540	Lunchroom Reports – Confidential applications for free and reduced lunch benefits	4 years provided audited	Paper or electronic
541	Inventories – Inventory of food supplies	4 years provided audited	Paper or electronic
542	Lunchroom/ Food Service License – Current food service license, issued annually by the board of health of the health district in which the food service operation is located.	1 year after expiration	Paper or electronic
543	Vendor Food Service Contract – Contract between the District and an outside vendor providing meals and snacks	3 years plus current year provided audited	Paper or electronic
544	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy	Paper or electronic
	Financial Records		
601	Audit Reports –_Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications	3 years plus current year provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
602	Annual Financial Reports – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes: Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports	5 years provided audited	Paper or electronic
603	Activity Fund Cash Journal & Ledger	5 years provided audited	Paper or electronic
604	Bond Register	20 years after issue expires	Paper or electronic
605	Securities	Permanent	Paper or electronic
606	Investment Ledger – Report of investments owned by District	5 years provided audited	Paper or electronic
607	Foundation Distribution – Report from the Ohio Dept. of Education for bi-monthly foundation (state basic aid) receipts	5 years provided audited	Paper or electronic
608	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts	5 years provided audited	Paper or electronic
609	Budgets (Annual) - Tax budget that is submitted annually to the County Auditor	5 years provided audited	Paper or electronic
610	Budget Working Papers	5 years provided audited	Paper or electronic
611	Insurance Policies – Contracts between insurer and the School district where the insurer, in exchange for premium payment, pays for damages to the School District which are caused by covered perils under the policy language.	15 years after expiration provided all claims settled	Paper or electronic
612	Contracts – An agreement with specific terms between an entity with the School District	15 years after expiration	Paper or electronic
613	Bonds and Coupons	Until redeemed provided audited	Paper or electronic
614	Accounts Payable Ledger – Outstanding payables	5 years provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
615	Accounts Receivable Ledgers – Outstanding revenue due to the school District	5 years provided audited	Paper or electronic
616	Vouchers, Invoices and purchase orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.	10 years provided audited. ORC 3313.29.	Paper or electronic
617	State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants	10 years provided audited	Paper or electronic
618	Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years provided audited	Paper or electronic
619	Travel Expense Vouchers – Document of expenditures for travel of district employees	10 years provided audited	Paper or electronic
620	Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars	10 years provided audited	Paper or electronic
621	State Reimbursement Settlement Sheets	5 years provided audited	Paper or electronic
622	Unemployment Claims – Documentation of unemployment for application of unemployment benefits	5 years	Paper or electronic
623	Employee Bonds, Board Member Bonds – Documents related to the performance and theft insurance bidder held on required employee and board members	5 years	Paper or electronic
624	Certificate of Estimated Resources – County document supplied to the district certifying the estimated resources prepared by the District	15 years after expiration	Paper or electronic
625	Appropriation Resolutions – Resolution approved by the Board of Education establishing and amending the appropriation for the District	5 years	Paper or electronic
626	Tax Apportionments (Semi-Annual) – Documentation prepared by the County Auditor and report to the District to record receipt of property tax settlement	5 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
627	Canceled Checks and Bank Settlements – All checking accounts reconciliation and statements	4 years provided audited	Paper or electronic
628	Publication Notice – Legal notice of publication in the newspaper	4 years	Paper or electronic
629	Tuition Fees and Payments – Receipt records at the Treasurer's Office	4 years provided audited	Paper or electronic
630	Unpaid Student Fees	Through graduation	Paper or electronic
631	School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Dept. of Education to record receipts and expenditures related to the foundation payments.	4 years provided audited	Paper or electronic
632	Investment Records – Individual record of investments bank confirmations, wire transfers, copies of CD's	4 years provided audited	Paper or electronic
633	Travel Expense Reports	10 years provided audited	Paper or electronic
634	State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	4 years provided audited	Paper or electronic
635	Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts	4 years provided audited	Paper or electronic
636	Check Registers – Lists of checks issued by the District	4 years provided audited	Paper or electronic
637	Deposit Slips/Cash Proofs – Receipts for deposit slips	4 years provided audited	Paper or electronic
638	Receipt Books – Receipts issued for money received.	4 years provided audited	Paper or electronic
639	Extra Trip Records	4 years provided audited	Paper or electronic
640	Monthly Financial Reports – Report generated from the system to report the financial status the District prepared on a monthly basis	4 years provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
641	Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	4 years provided audited	Paper or electronic
642	Service Contracts - Contracts for services provided from an outside education	4 years provided audited	Paper or electronic
643	State Subsidy Reports – Applications for driver education, pupil transportation and special education	3 years provided audited	Paper or electronic
644	Delivery/Packing Slips	1 year provided audited	Paper or electronic
645	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order	1 year after end of fiscal year	Paper or electronic
646	Non-Sufficient Fund Checks Documentation & Notifications	4 years provided audited	Paper or electronic
	Payroll Related Records		
701	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability	7 years	Paper or electronic
702	Payroll Ledgers – Record of gross to net calculations by employee	75 years	Paper or electronic
703	Earning Registers – Record of gross to net calculations by employee and by calendar year	75 years	Paper or electronic
704	Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee	75 years	Paper or electronic
705	Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee)	7 years	Paper or electronic
706	W-2's and W-4's – Employer's copy of calendar year record of taxable earnings, a record of employee federal exemptions	6 years and current provided audited	Paper or electronic
707	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941	6 years and current provided audited	Paper or electronic
708	Ohio Income Tax – Monthly and annual record of Ohio Income tax withheld and remitted IT-4	6 years and current provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
709	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted	6 years and current provided audited	Paper or electronic
710	School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1	6 years and current provided audited	Paper or electronic
711	Payroll Reports – Payroll deduction and distribution reports	4 years provided audited	Paper or electronic
712	Payroll Update Listing	4 years provided audited	Paper or electronic
713	Payroll Calculations – Paper and electronic reports used to balance gross net calculations	4 years provided audited	Paper or electronic
714	State Teachers System and School Employees Retirement System Waivers – Waiver forms for students an/or jobs not eligible for retirement withholding	Permanent	Paper or electronic
715	State Employees Retirement System (SERS) - Record of SERS withholdings monthly	4 years provided audited	Paper or electronic
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual	4 years provided audited	Paper or electronic
717	Annuity Reports	4 years provided audited	Paper or electronic
718	Benefit Folders/Reports – Listing of employee's benefit enrollments	4 years provided audited	Paper or electronic
719	Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave	4 years provided audited	Paper or electronic
720	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee	4 years provided audited	Paper or electronic
721	Employee Vacation/Sick Leave Records - Records of each employee's sick and vacation leave	4 years provided audited	Paper or electronic
722	Time Sheets - Record of hours worked	6 years provided audited	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
723	Overtime Authorization	6 years	Paper or electronic
724	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills	4 years provided audited	Paper or electronic
725	Paycheck Register – Listing of checks issued each pay	4 years provided audited	Paper or electronic
726	Payroll Bank Statement – Includes bank statements and reconciliation	4 years provided audited	Paper or electronic
727	Deduction Authorization – Forms to withhold deductions from an employee's pay	Until superseded or employee terminates	Paper or electronic
728	Court Ordered Garnishments	4 years after cause fully paid	Paper or electronic
	Reports		
801	State Audit s /GAAP (Generally Accepted Accounting Principles) Reports– Annual financial audit reports	5 years	Paper or electronic
802	Special Education (S.E.) Reports – Annual	7 years	Paper or electronic
803	Vocation Education (V.E.) Reports - Annual	5 years	Paper or electronic
804	Ohio Common Core Data (OCCD) Reports: Data on revenues and expenditures per pupil made by school districts.	5 years	Paper or electronic
805	Drivers Education Report	5 years	Paper or electronic
806	Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education	5 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
807	Alternative Learning Experience - Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; district release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when district/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/ monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred	Retain for 5 years after end of school year then destroy.	Paper or electronic
808	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports	Permanent	Paper or electronic
809	Title IX Reports – Includes any required reporting as requested by state or federal agencies	10 years	Paper or electronic
810	State Minimum Standards – A record of minimum standards given to the District by the State Department	10 years	Paper or electronic
811	Personnel State Reports (SF-1, CS-1)	4 years provided audited	Paper or electronic
812	Worker's Comp Wage Reports	5 years	Paper or electronic
813	Worker's Comp Payroll Reports	5 years	Paper or electronic
814	Bank Balance Certification (Co. Auditor)	5 years	Paper or electronic
815	Transportation Reports – State transportation reports, T-1 and T-2	4 years provided audited	Paper or electronic
816	EMIS Reports	7 years	Paper or electronic

Sch. #	Record Series and Description	Retention Period	Media Type
	General Records		
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Until Superseded	Paper or electronic
902	Executive Correspondence – Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value.	Paper or electronic
903	General Correspondence – Requests for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years	Paper or electronic
904	Transient Correspondence/Material– All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters	Retain until no longer of administrative value, then destroy	Paper or electronic
905	Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Until no longer of administrative value	Paper or electronic
906	Exposure Reports – Report of contact with blood or other potentially infectious materials	7 years	Paper or electronic
907	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses	7 years provided no action pending	Paper or electronic

CREDIT FLEXIBILITY PLAN

~~In compliance with Senate Bill 311,~~ The School offers students opportunities to earn high school credit through a credit flexibility program based upon demonstration of subject area competency or learning expectations. ~~All students are eligible for consideration for credit flexibility.~~ Students that are interested will initiate and submit a request in writing to take and/or earn the credit via the credit flexibility plan (CFP). Students can earn credits by:

- Successful completion of traditional coursework;
- Testing out of or otherwise demonstrating mastery of course content;
- Completion of an approved educational option or learning experience; or
- A combination of coursework, demonstration of mastery, and/or approved educational options.

Educational options may include, but are not limited to, independent study, online or distance learning, internships, mentorships, community service, educational travel, research, arts or music experiences, career-based learning, and other individualized learning experiences approved by the School.

- ~~Completing coursework;~~
- ~~Testing out or demonstrating mastery on course content; or~~
- ~~Pursuing one or more "educational options" such as distance learning, educational travel, internships, independent study, projects, or other available options.~~

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Eligibility

Credit flexibility opportunities shall be available to students in grades seven through twelve in accordance with applicable Ohio law and Department guidance.

Students in grades seven and eight may use credit flexibility to meet applicable curriculum requirements. A student who has progressed to high-school-level coursework may earn high school credit through credit flexibility when the student demonstrates the required subject-area competency.

The School shall not establish a blanket limit on the number or type of courses or credits a student may earn through credit flexibility. Each request shall be considered individually based upon the proposed learning experience and the student's ability to demonstrate the applicable academic standards and course requirements.

Participation in credit flexibility shall not be based solely upon a student's grade-point average, class rank, disciplinary history, attendance history, or other criteria unrelated to the student's ability to successfully complete the proposed credit flexibility plan

~~To be eligible to submit and participate in the credit flexibility option, students must meet the following criteria:~~

- ~~Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing one full core academic credit.~~
- ~~Currently enrolled students may participate in the CFP at any time.~~
- ~~Students must attend with their parent(s)/guardian an informational session with the Credit Flexibility Committee (CFC) or designee from the CFC to discuss procedures, plans outcomes, and impacts of participation in the credit flexibility option.~~
- ~~Students must submit a pre-approval form to the CFC by the designated deadlines.~~

Approval Process

A student seeking credit through a credit flexibility option shall submit a request in accordance with procedures established by the School.

For a credit flexibility option, an individualized instructional and performance plan shall be developed and shall include, as applicable:

- the course or subject area for which credit is sought;
- the amount of credit requested;
- instructional and performance objectives aligned with applicable curriculum requirements and academic standards;
- the proposed instructional activities, materials, resources, and learning environment;
- the timeline for completion;
- the method or methods by which the student will demonstrate competency;
- the criteria that will be used to evaluate student performance and determine whether credit has been earned; and
- any other requirements determined necessary by the School.

For students under eighteen (18) years of age, parental or guardian permission shall be required.

A credit flexibility option must receive approval from the Superintendent or Superintendent's designee prior to the student's participation. A properly credentialed teacher shall be involved in reviewing the instructional plan and evaluating the student's performance as required by applicable law

~~To earn credit through the credit flexibility option, students must submit the following documentation to the CFC by April 1 in preparation for the following school year.~~

- ~~1-2 page written statement from the student summarizing the plan for their credit flexibility option and the likelihood of success. The plan should include the following:~~
  - ~~Method of earning credit~~
  - ~~Amount of credit sought (may request for only .25 credit, .50 credit, or 1 full credit towards a course)~~
  - ~~Academic or elective discipline of study~~
  - ~~Outside resources that will be involved in the completion of the credit~~
  - ~~Timeline for completion~~
  - ~~Teacher of record, who will monitor progress, attainment of knowledge, and award of grades~~
  - ~~Learning outcomes, content standards (must be aligned to the Ohio Department of Education and Workforce Content Standards)~~
  - ~~Special accommodations to be provided for students with a disability in compliance with the students Individual Education Plan (IEP) or 504 Plan~~

~~Credit Flexibility Committee~~

~~The Credit Flexibility Committee (CFC) will consist of the school principal and two teacher representatives in the relevant subject area.~~

Awarding of Credit

Credit shall be awarded based upon the student's demonstrated mastery of the identified learning objectives and standards rather than solely upon the amount of time the student spends participating in the learning experience.

The amount and type of credit awarded shall be determined in accordance with applicable law, the School's curriculum requirements, graduation requirements, and the student's approved credit flexibility plan.

The School shall establish procedures governing the assignment of grades for credit flexibility experiences. The grading method and criteria shall be communicated to the student and parent or guardian, when applicable, before the student begins an approved educational option.

Credit earned through an approved credit flexibility option shall be recorded on the student's transcript and shall be treated consistently with credit earned through traditional coursework, except where otherwise required by law or applicable rules.

Students in grades seven and eight may replace a required curriculum class.

~~Credit and grades will be awarded based upon the completion of the credit flexibility plan approved by the CFC. It will be reported on the student transcripts and factored into a student's grade point average (GPA) and class ranking. All credit and grades earned are final.~~

~~All time lines regarding grade reporting must be adhered to pursuant to the School's calendar of grades input requirements. This is to ensure that the staff will be able to appropriately schedule students into necessary courses and appropriately monitor progress.~~

- ~~Credit and grade will be awarded to students who successfully complete all requirements laid out in the Credit Flexibility Approval form~~
- ~~Student grade will be determined by the teacher of record and based upon the student's attainment of knowledge as related to the Ohio Content Standards and course objective~~
- ~~Student who do not complete their requested credit flexibility option by the designated deadline or completely fail to meet the requirements for adequate completion and/or knowledge attainment of the course, will not receive credit and a grade of "F" will be reported in the student's transcript and factored into their GPA. If this occurs, students may not submit to earn the same credit through the credit flexibility option~~

Demonstration of Mastery/Testing Out

A student may request an opportunity to earn credit by testing out of or otherwise demonstrating mastery of course content.

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The School shall establish appropriate methods for determining competency, which may include examinations, projects, portfolios, presentations, performances, demonstrations, state assessments, nationally recognized assessments, or other appropriate measures.

The assessment method shall measure the student's mastery of the applicable course content and learning standards. The School shall establish in advance the level of performance necessary to earn credit.

An unsuccessful attempt to demonstrate mastery shall not, by itself, result in a failing grade or other academic penalty. When appropriate, the results may be used to identify areas in which additional learning is necessary and to develop a credit flexibility plan addressing those areas.

Students with Disabilities

Students with disabilities shall have access to credit flexibility opportunities on an equitable basis. Credit flexibility plans shall be implemented in a manner consistent with the student's individualized education program ("IEP"), Section 504 plan, or other applicable requirements.

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~~Responsibility of Student and Parent(s)/Guardian~~

~~School~~ Attendance

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~~—~~Students participating in the credit flexibility option will be required to participate in learning opportunities sufficient to meet state and school attendance requirements. Students may work on learning during the school year, school day, vacation days, before or after school hours, which shall count as attendance for comparable class periods toward full time enrollment. Credits earned through credit flexibility will be treated the same as for comparable seat time credits: recording, weighting, GPA~~attend school for the remainder of their course load. Each student assumes the responsibility to attend all classes. Regular attendance and punctuality are necessary for success.~~

~~Responsibilit~~Responsibilities~~y~~ of Student and Parent(s)/Guardian

Fees – The School will require parent(s)/guardians of a student participating in the credit flexibility option not initiated by the School to be responsible for any additional fees associated with participation in that option.

Academic Integrity – Credit flexibility options are the sole responsibility of the student. The student must complete all work and final products on his/her own. A student may accept support, feedback, and knowledge from outside sources to assist in the completion of the credit flexibility option but the credit must be given to outside sources for contribution to the work.

A student deemed to be in violation of academic integrity guidelines will be notified of the complaint and informed of the need to be removed from the credit flexibility option. A student found to be in violation of academic integrity guidelines will receive no credit and a failing grade for the course. It will be reported on the transcript and factored into the GPA. The student will be denied participation in any future requests to participate in the credit flexibility option.

Appeals Process

Should a student and/or parent(s)/guardian disagree with a decision or action by the School~~Credit Flexibility Committee or teacher of record, the student~~ may submit a written appeal to School administration~~and may request a hearing.~~

Appeals must be ~~formally~~ written and submitted to the ~~Credit Flexibility Committee~~School administration. ~~The Credit Flexibility Committee and a teacher~~A representative not involved in the original approval and assessment of the student will review the appeal.

The student filing the written appeal and his/her parent(s)/guardian will be given an opportunity to present concerns and recommendations to the ~~committee~~representative. The ~~committee~~ representative will review the appeals within ~~10 days~~a reasonable time from the date the written appeal was submitted. The decision issued through the School's final level of administrative review shall be final~~The decision of the committee may be appealed to the School Superintendent or the School's Board of Directors~~.

Communication Plan

The School will communication information regarding ~~O~~opportunities and requirements related to credit flexibility ~~will be~~with student and parents on an annual basis, which may be accomplished through the Parent-Student Handbook. ~~publicized annually~~. Additionally, c~~C~~opies of the publication describing opportunities and requirements related to credit flexibility will be made available to students, staff, parent(s)/guardian, and community members upon request to the S~~s~~chool ~~principal~~administration.

Students and parent(s)/guardians are informed that data regarding participation in credit flexibility options will be shared on an annual basi~~e~~s as required by the Ohio Department of Education and Workforce.

Food Allergy Policy

In accordance with Section 3313.719 of the Ohio Revised Code, the Board has adopted this policy to help protect students with peanut or other food allergies.

Parent/student Responsibility:

A. Parents/Guardians of students or students age 18 or older ("Parents") with allergies are required to notify the School in writing of any known allergies at the beginning of each school year or upon learning of such allergy if the school year has already begun.

B. Parents of students with life threatening allergies must:

1. Ensure that the student has access to emergency medications if prescribed while at the School or School sponsored events.

2. Execute any forms required by the School, including an Authorization of Student Possession and Use of an Epinephrine ~~Autoinjector~~ Delivery System Form, Authorization of Student Possession and Use of an Asthma Inhaler, and/or Food Allergy Action Plan (the "Plan").

3. Obtain written approval from the student's physician permitting the student to carry and use medication, if applicable, in accordance with the School's Medication Policy.

4. Cooperate with the School to formulate the Food Allergy Action Plan.

5. Provide current emergency contact information and update regularly.

C. Parents are responsible for educating their student about managing his or her allergy at School, including but not limited to:

1. Safe and unsafe foods

2. Strategies for avoiding exposure to unsafe foods

3. Symptoms of allergic reactions

4. How and when to tell a School staff that he or she is having an allergy-related problem; and

5. Provide current emergency contact information and update regularly

School Responsibility:

For students with life threatening allergies, the School shall:

A. Develop a plan ("Plan) which addresses (1) what actions will be taken to avoid exposure at the School, and (2) what actions will be taken in the event of student exposure. The Plan will be developed through consultation with the student's Parent and the recommendations of the student's physician or allergist. Once created, this Plan will be reviewed and updated as needed.

B. The School will share the Plan with appropriate School staff and assist all staff who interact with the student on a regular basis to understand the Plan and be informed of what to do in an emergency.

C. With the consent of the Parent, the Plan may provide a mechanism for the School to provide notice to the student's classmates and/or the Parents of the student's classmates regarding a life threatening food allergy in the School.

D. The School will follow the procedures detailed in its approved Medication Administration Policy.

The School welcomes input on this policy from parents, students, School employees and volunteers, and community members.

Medication Policy

The School does not administer medication (prescription or otherwise) other than as provided in this policy, the School's Food Allergy Policy, and the Seizure Disorder Policy.

Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms at the School.

Per Ohio Revised Code Section 3313.718~~(B)~~ and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine ~~auto-injector~~delivery system, as defined by ORC 3313.718(A), to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine ~~autoinjector~~ delivery system at the School, written approval from the s~~S~~tudent's physician and parent must be signed and received by the School.

For all medications including asthma inhalers and epinephrine ~~autoinjectors~~delivery systems, written approval by the s~~S~~tudent's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the Parent must complete a Food Allergy Action Plan.

"Written Approval" hereunder must include the following information:

1. The name and address of the s~~S~~tudent;
2. The name of the School and class in which the student is enrolled;
3. The name of the medication and the dosage to be administered;
4. The times or intervals at which each dosage of the medication is to be administered;
5. The date the administration of the medication is to begin;
6. The date the administration of the medication is to cease (if applicable);
7. Acknowledgement that the physician has determined that the s~~S~~tudent is capable of possessing and using the auto ~~injector~~ delivery system appropriately and has provided the s~~S~~tudent with training in the proper use;
8. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
9. Instructions outlining procedures to follow if the asthma inhaler does not provide adequate relief;
10. A list of adverse reactions that may occur to an individual for whom the asthma inhaler was not intended uses the medication;
11. At least one emergency telephone number for contacting the physician and one number for contacting the parent/guardian.
12. And any other special instructions.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the school office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Properly trained School staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available and the exigency of the circumstance require immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the School or at an activity, event, or program sponsored by the School. This request for medical assistance applies whether the student self-administers the medication or a School staff administers it to the student.

Students with Diabetes

All students enrolled in the School will receive appropriate and needed diabetes care in accordance with an order signed by the treating physician. The care includes any of the following:

1. Checking and recording blood glucose levels and ketone levels, or assisting the student with the check.
2. Responding to blood glucose levels outside of the student's target range.
3. Administering glucagon or other prescribed emergency treatment during a case of severe hypoglycemia.
4. Administering or assisting in the administration of insulin
5. Providing oral diabetes medication
6. Understanding schedules and food intake for meals and snacks to calculate medication dosages pursuant to the physician's order.
7. Following the physician's instructions regarding meals, snacks, and physical activity
8. Administering diabetes medication as long as the following conditions are met:
    a. Administered by a school nurse, or in the absence of a school nurse an employee trained in diabetes care.
        i. Any training shall be coordinated by a school nurse or a licensed health care professional with expertise in diabetes;
        ii. Each year the training shall take place prior to the beginning of the school year, or as needed, not later than fourteen days after receipt of a physician's order;
        iii. Any individual who completes the required training shall be considered by the Board as qualified to administer diabetes care.
        iv. The school nurse or licensed health care professional shall provide follow up training and supervision.
    b. The school receives a written request with the following information:
        i. The name and address of the student;
        ii. The school and class in which the student is enrolled;
        iii. The name of the drug and the dosage to be administered;

iv. The times or intervals at which each dosage of the drug is to be administered;
v. The date the administration of the drug is to begin;
vi. The date the administration of the drug is to cease;
vii. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
viii. Special instructions for administration of the drug, including sterile conditions and storage.

c. The parent agrees to submit a revised statement upon any changes.
d. The person administering the drug has a copy of the statement
e. The medication is in the prescribed container

Within fourteen days of receipt of a physician's order regarding a student with diabetes, the School shall inform the student's parent/guardian that the student may be entitled to a 504 plan.

Upon written request of a parent/guardian, a student with diabetes shall be permitted to attend to their own care in accordance with the Physician's order if the student's treating physician determines the student capable of performing the tasks. The student shall be permitted to perform the care tasks in any area and to possess all necessary supplies and equipment. If the student uses the medical equipment for purpose other than the student's own care, the School may revoke the student's permission to attend to their own care.

The School, members of the Board, and employees of the School are not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties associated with diabetes care unless the act or omission constitutes willful or wanton misconduct.

No later than the last day of December of each year, the School shall report to the Ohio Department of Education and Workforce, the following information:

1. The number of students with diabetes enrolled during the previous school year.
2. The number of errors associated with the administration of diabetes medication during the previous school year.

Operations Evaluation
Ohio Digital Learning School
2025-2026

Complete the below to evaluate the operations in the past year for ODLS.

Student Enrollment – How effective have efforts been in increasing/maintaining student enrollment (retention & recruitment)?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Attendance – How is student attendance as compared to similarly situated schools? Has the Management Company sufficiently supported and created mechanisms to increase student attendance?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Curriculum – How well has the Management Company supplied a curriculum that aligns with the state standards? How well has the curriculum been implemented and supported?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Reporting – How well has the Management Company supplied information/documents (requested or otherwise) to the Sponsor and Board in an accurate and timely manner?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Communication – How well has the Management Company communicated relevant and desired information to the Board? (i.e. information requested by your Board, information required by your sponsor contract or otherwise requested by your sponsor)

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Relationship & Transparency with the Board – How effectively has the Management Company developed and maintained its relationship with the Board? Has the Management Company been honest and transparent with the Board in its operations, intentions, and direction?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

External Relationships – How effective has the Management Company been in reflecting positively on the school? Has the Management Company helped develop and maintain positive relationships with the school's sponsor, other service providers, and the community at large? Has the Management Company been cooperative with reasonable requests of the sponsor?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Student Discipline – How well has the Management Company handled discipline and behavior issues?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Technology – Has the Management Company purchased equipment, software, hardware, computers, and other tools to adequately fit the curriculum and mission of the school? Have updates been adequate?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Financials – How well has the Management Company performed in working with the Board's fiscal officer in supplying financial information for submitting financial reports and budgets? Has this cooperation been done in a timely and accurate manner?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Financial Viability - How well has the Management Company created a framework for the school to be financially viable?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Teachers and Staff – How well has the Management Company performed in hiring and maintaining adequate numbers of staff? How well has the Management Company performed in hiring and maintaining highly qualified staff? Have positions been filled in a timely manner?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Administrator – How effective has the Management Company been in hiring and maintaining an Administrator? How supportive has the Management Company been in supporting and providing assistance to the Administrator?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Staff Support and Professional Development – How effective has the Management Company been in providing support to the teachers and non-instructional staff? What has the Management Company done to provide professional development?

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Sponsor Contract Compliance – How well has the Management Company complied with all aspects of the sponsor contract? (Keeping the school off of probation? Avoiding the need for Corrective Action Plans?) How well has the management company communicated compliance with the sponsor contract to your Board? (Reporting on CAP?)

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

Responsiveness to Corrective Action– How quickly, responsively, and collaboratively has the Management Company worked toward corrective actions requested by the sponsor? (i.e. How quickly has management resolved issues with enrollment, staffing, academics, curriculum, and materials?)

1 = Very poor	2 = Needs significant improvement	3 = Satisfactory	4 = Good	5 = Excellent
☐	☐	☐	☐	☐

Comments:

September 2026

LEGAL UPDATE

For Ohio Community School Boards



HOUSE BILL 455

In July Governor DeWine signed into law HB 455, which includes several provisions affecting community schools:

New Automatic Community School Closure Standards

- Replaces much of the prior star-rating-based closure system with a system based on statewide performance rankings.
- Schools serving only up to grade 3 may be subject to closure after ranking in the lowest 5% statewide on Performance Index for 3 consecutive years.
- Schools serving grades 4–12 may be subject to closure after:
  - Ranking in the lowest 5% statewide on the Performance Index; &
  - Ranking in the lowest 60% statewide on the value-added measure.
- The new closure standards will be phased in during the 26–27 and 27–28 school years and will be fully implemented beginning in 2028–2029.
- *DOPR schools and schools in which a majority of students receive special education services remain exempt from this general automatic closure.

E-School Remote Testing

- Internet- or computer-based community schools must make remote state testing available to students when the statutory remote requirements can be met: security, 11:1 proctoring, video & audio monitoring, etc.
- E-schools may identify a preferred testing method, but a parent may elect an alternative, which the school must accommodate to extent practicable.



26-27 Sunshine Law Training Requirements

As the new school year begins, so does the new sunshine law training requirements. For this fiscal year Open Meetings & Public Records annual community school training must:

- Be a live (not recorded, but can be virtual) at least 1 hour session
- Conducted by an Ohio-licensed attorney who serves as counsel for, or is employed by, a community school, sponsor, or operator
- Consist of content as specified by the Auditor of State
- Be completed by all board members, fiscal officers, chief administrative officers, and all administrative and supervisory employees working for or assigned to the school

The existing three-hour training provided by the Auditor of State or Attorney General remain eligible alternative training options.

JOIN THESE TRAININGS TO BE COMPLIANT FOR FY27

Wednesday, September 23rd 12:00

Wednesday, October 21st 5:00 PM

Simply click on the link above to join. No need to register, but you must enter your full name when you join the Zoom and remain for the entire hour in order to receive a certificate.

Reach our office to arrange other dates at your board's convenience.



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LEGAL UPDATE

For Ohio Community School Boards

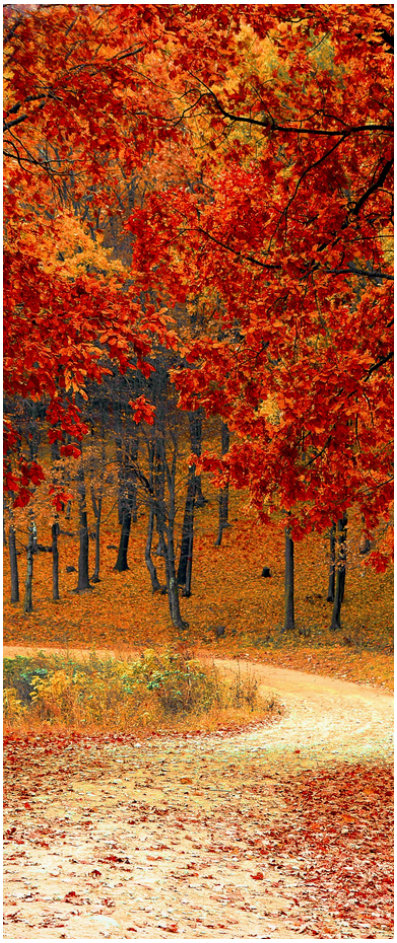
School-Level Component Rating Distribution (Traditional and Community Schools)					
	1 Star	2 Stars	3 Stars	4 Stars	5 Stars
Achievement	9.6% (294)	22.5% (690)	25.8% (792)	28.3% (866)	13.8% (423)
Progress	7.5% (220)	25.7% (755)	29.7% (871)	26.9% (790)	10.2% (300)
Gap Closing	7.2% (232)	16.4% (529)	21.5% (693)	28.1% (906)	26.9% (869)
Early Literacy	28.4% (482)	22.7% (385)	29.2% (495)	15.9% (269)	3.8% (65)
Graduation	11.2% (90)	7.6% (61)	8.3% (67)	20.8% (167)	52.1% (418)
College, Career, Workforce, and Military Readiness	10.3% (82)	10.6% (85)	33.4% (267)	27.0% (216)	18.6% (149)

LOCAL REPORT CARDS

In mid-September the 2025-2026 report cards were issued for each Ohio school. Local Report Cards provide parents, educators, the community, and policymakers information about school performance.

Statewide, literacy proficiency rates increased. Math proficiency continues to rise across the state, with steady year-over year gains. The graduating class of 2025 showed strong momentum in college, career, workforce, and military readiness. Over two-thirds of graduates earned at least one of the state's 11 postsecondary readiness measures, marking the third consecutive year of statewide improvement. The rate of chronic absenteeism decreased slightly, but is still far from the state's goal.

Access your school's local report card at:
https://reportcard.education.ohio.gov/



Important Fall Deadlines

Annual Reports: Ohio law requires community school boards to submit by October 31st a report of the school's progress in meeting the academic goals, performance standards, and financial status to the sponsor and the parents of all students enrolled in the school. Your particular sponsor may have an earlier date by which it is due to their office.

Annual Budget Adoption: Ohio law requires community school boards, with assistance from the fiscal officer, to adopt the annual school budget by October 31st. Again, your particular sponsor may have an earlier date by which they require submission to them.

SUNSHINE LAW TRAININGS

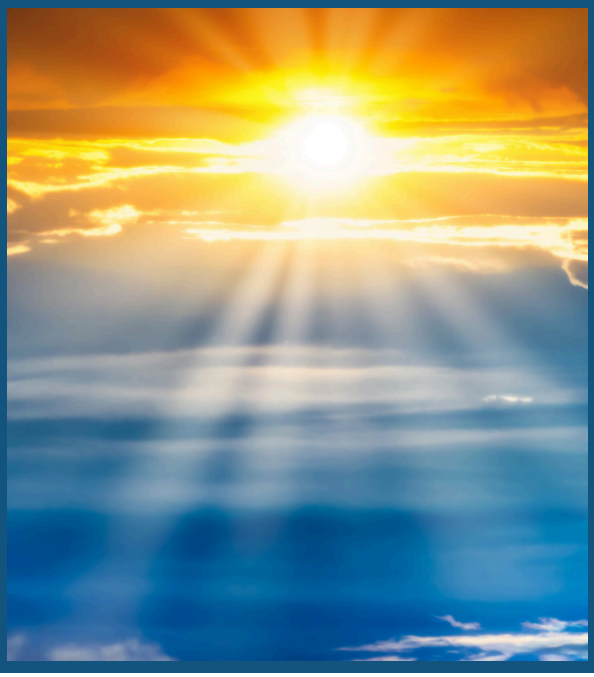
Wednesday, September 23rd 12:00 PM

Wednesday, October 21st 5:00 PM

Tuesday, November 17th 12:00 PM

Simply click on the link above to join. No need to register, but you must enter your full name when you join the Zoom and remain for the entire hour in order to receive a certificate.

Reach our office to arrange other dates at your board's convenience.



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OCCS BOARD BRIEF *September 2026*

Ohio Digital Learning School

Regional Representative's Report:

- A special thank you to ODLS leaders Nicole Johnson and Angie Day for visiting the OCCS office on August 26. Nicole and Angie met with OCCS Executive Director, Lenny Schafer, and had the opportunity to tour the office and connect in person. We always appreciate the opportunity to strengthen our partnership with ODLS and enjoyed the visit at OCCS!
- On August 14, the Ohio Department of Education and Workforce (ODEW) conducted an onsite visit at ODLS as part of the Sponsor Performance Review (SPR) process. During the visit, ODEW reviewed a number of pre-determined school policies and met with Laura Houghton and Kaileigh Poe, as well as OCCS Representatives Scott McClain and Kristin Pallitta. The visit went smoothly, and we appreciate everyone's preparation and participation throughout the process. Results from the SPR will be received in October.
- As a friendly reminder, school staff are required to complete a series of annual trainings by the end of September to ensure safety, compliance, and readiness for the school year. Trainings include Child Abuse Mandatory Reporting, Sudden Cardiac Arrest, Seizure Disorders, and Crisis Management/De-Escalation. Kristin will be working with school leaders to collect training documentation by the September 30 deadline.
- This month, Kristin will begin gathering data for the First Trimester Compliance review. This process involves a site visit, reviewing policies and examining postings in the building, as well as on the school's website.

COMPLIANCE AND TECHNICAL ASSISTANCE

Sunshine Law Training

As a reminder, state law requires governing board members, the school's fiscal officer, the chief administrative officer, and other administrative employees of the school, and all individuals performing supervisory or administrative services for the school under a contract with the school's EMO to complete annual training on public records and open meetings laws. As of July 1, 2026, the Auditor of State's (AOS) office will assess compliance with this requirement based on the criteria outlined below.

- Training must be completed by all individuals outlined above
- Training must be presented in a live session (in-person or virtually)
- Training must be conducted by an Ohio-licensed attorney who serves as counsel for, or is employed by, a community school, sponsor, or operator
- Training duration must be at least 1 hour: at least 45 minutes of which must be spent covering substantive material related to Public Records and Open Meetings laws. Q&A does not count towards the training time requirement. The AOS bulletin outlines the topics required to be covered during the training.
- Each attendee must receive a certificate of attendance, which includes a signed statement by the presenting attorney outlined in the AOS bulletin. Submit the certificate to OCCS and to AOS or the independent accounting firm performing the school's audit.

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Darrin Beconder
VP of Internal Oversight
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- There must be a sign-in sheet that includes the names of each attendee and the arrival and departure time of each person. The sign-in sheet must be available at the time of the school's audit.
- Sunshine law training provided by the Auditor of State or Attorney General is an option to meet this requirement.

Math Placement and Promotion Policy
Effective 9/23/2026, state law requires schools to adopt a comprehensive mathematics placement and promotion policy (no later than 90 days after the effective date). The policy must include a curriculum plan beginning in grade 3 that does both of the following:

- creates a timeline and explanation of how students will be prepared and placed in Algebra I; and
- Describes how the school will provide advanced learning opportunities in mathematics and accommodate each student in grade 7 who qualifies.
    - "Qualifying student" is defined in statute. Additional guidance from ODEW is expected soon.

OCCS strongly encourages schools to consult legal counsel before approving any policy.

FISCAL

From Budget Approval to Budget Monitoring
With the new fiscal year underway, the annual budget should transition from a planning document to an active financial monitoring tool. Boards should regularly compare actual revenues and expenditures to the approved budget and ask about significant variances, particularly those related to enrollment, staffing, or other major assumptions.
Early identification of budget variances gives school leadership and the board more time to respond and make adjustments before a financial concern becomes a year-end problem.

ACADEMICS

Constitution Day
Thursday, September 17, 2026, is Constitution Day. Educational institutions receiving federal funding must plan an education program commemorating Constitution Day. This day commemorates the formation and signing of the U.S. Constitution by 39 brave men on September 17, 1787, recognizing that all who are born in the United States or by naturalization have become citizens.
For resources, please visit Constitution Day Resources | Constitution Center.

Patriot Day
Friday, September 11, 2026, marks the 25th anniversary of September 11, 2001. While not a federal public holiday, it is considered a National Day of Service and Remembrance. Find more information at:
September 11 Attacks: Facts, Background & Impact | HISTORY
Lesson Plans | National September 11 Memorial & Museum

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Industry-Recognized Credentials
As of July 21, 2026, the Industry-Recognized Credential Review Committee has approved new industry-recognized credential graduation requirements for the 2030 and beyond class. Starting with the high school class of 2030, each student using industry-recognized credentials as a path to graduation fulfills the requirement when they earn either a single approved standalone credential or an approved bundle of credentials.
List of approved standalone credentials
List of approved bundles of credentials

ASSESSMENT

2026 Report Card Release
The Ohio Department of Education and Workforce is scheduled to release the 2025–2026 Ohio School Report Cards on September 15, 2026. The report cards provide an overview of school and district performance across key measures, including achievement, progress, gap closing, graduation, and early literacy. School leaders and boards are encouraged to review their results upon release and use the data to identify areas of success and opportunities for continued improvement

SPECIAL EDUCATION

Special Education STAR Review
The school received a Needs Intervention rating on its 2025–26 Special Education Ratings and will participate in the STAR Review process during the 2026–27 school year. An initial meeting with the Ohio Department of Education and Workforce, OCCS, and the school is being scheduled for September to review the process, expectations, and next steps.

UPCOMING EVENTS

September is National Suicide Prevention Month
The Suicide Prevention Lifeline, the National Alliance on Mental Illness, and the National Child Traumatic Stress Network have provided resources and information on the proper ways to raise awareness about suicide and what steps should be taken if you suspect someone may be contemplating suicide. On these websites, schools can find free downloads of brochures, posters, and social media guidelines that provide additional information, including contact information for the Suicide Prevention Lifeline.

Hispanic Heritage Month
From September 15 to October 15, schools are encouraged to celebrate the cultures, histories, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America in their lesson planning. The theme for 2026 is “Unidos, Somos Más” (“Together, We Are More”). For more information on celebrating the month, click here.

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September is Attendance Awareness Month

Student success starts with school attendance. Educators, parents and families, community partners, and even students can do their part to tackle absenteeism. Below are a few attendance focused resources to check out:

Districts • Stay in the Game!

Home - Attendance Awareness Campaign 2026

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OCCS Academic Progress Report *2025-2026*

Ohio Digital Learning School

Exceeds Standards

2025 - 2026 Report Card for

Ohio Digital Learning School

Schools that receive the dropout prevention and recovery report card receive ratings for up to eight measures and four components.

Achievement Component

The Achievement component, previously called the High School Test Passage Rate component, represents the number of students who meet applicable criteria on assessments that are required for graduation.

Meets Standards

Progress

The Progress component looks closely at the growth all students are making during the school year.

Meets Standards

Gap Closing

This component shows how well schools are improving or meeting the performance expectations for all students in English language arts, math, graduation, and English language proficiency.

Exceeds Standards

Graduation Rate

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four, five, six, seven, or eight years.

Exceeds Standards

Graduation Rates

A Graduation rate is not calculated if there are not at least 10 students in the graduating class

36.9% of students graduated in 4 years
50.4% of students graduated in 5 years
53.1% of students graduated in 6 years
55.5% of students graduated in 7 years
49.4% of students graduated in 8 years
48.4% is the weighted average of all graduation rates.

Exceeds Standards
4-Year Rating

Exceeds Standards
5-Year Rating

Exceeds Standards
6-Year Rating

Exceeds Standards
7-Year Rating

Exceeds Standards
8-Year Rating

Exceeds Standards
Combined Rating

Meets Standards

2024 - 2025 Report Card for

Ohio Digital Learning School

Schools that receive the dropout prevention and recovery report card receive ratings for up to eight measures and four components.

Achievement Component

The Achievement component, previously called the High School Test Passage Rate component, represents the number of students who meet applicable criteria on assessments that are required for graduation.

Meets Standards

Progress

The Progress component looks closely at the growth all students are making during the school year.

Meets Standards

Gap Closing

This component shows how well schools are improving or meeting the performance expectations for all students in English language arts, math, graduation, and English language proficiency.

Meets Standards

Graduation Rate

The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four, five, six, seven, or eight years.

Exceeds Standards

Graduation Rates

A Graduation rate is not calculated if there are not at least 10 students in the graduating class

46.4% of students graduated in 4 years
52.5% of students graduated in 5 years
55.9% of students graduated in 6 years
49.3% of students graduated in 7 years
45.4% of students graduated in 8 years
50.5% is the weighted average of all graduation rates.

Exceeds Standards
4-Year Rating

Exceeds Standards
5-Year Rating

Exceeds Standards
6-Year Rating

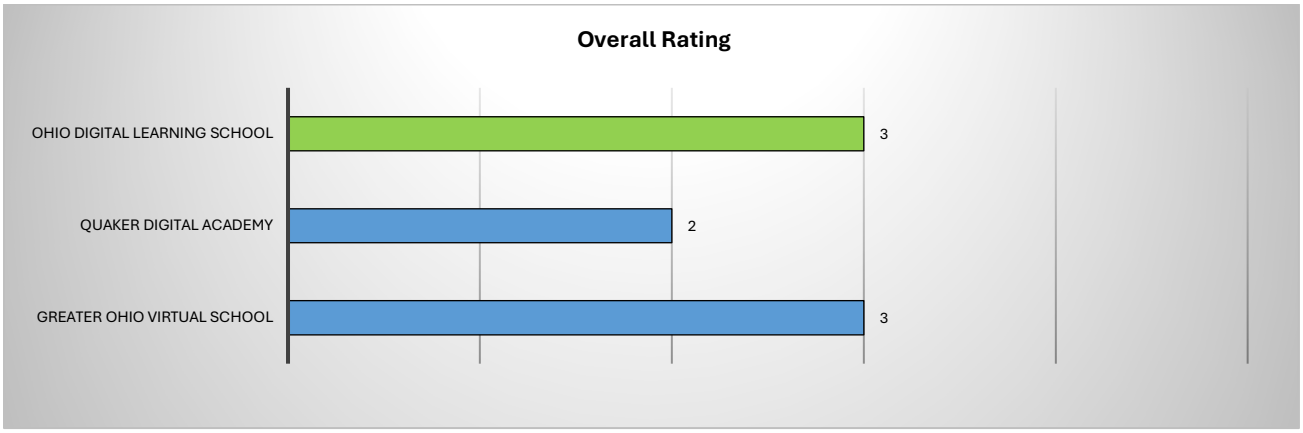
Exceeds Standards
7-Year Rating

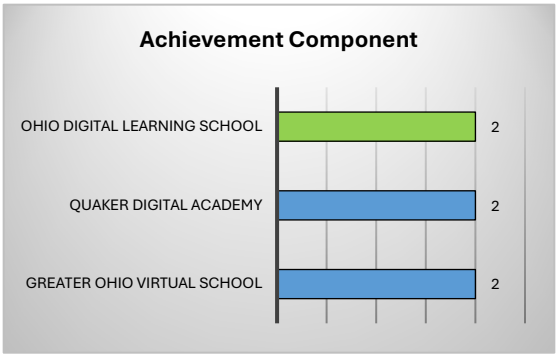
Exceeds Standards
8-Year Rating

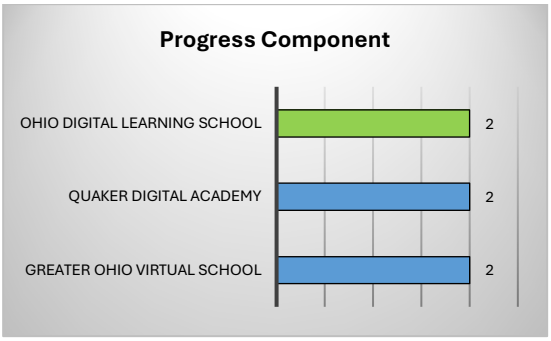
Exceeds Standards
Combined Rating

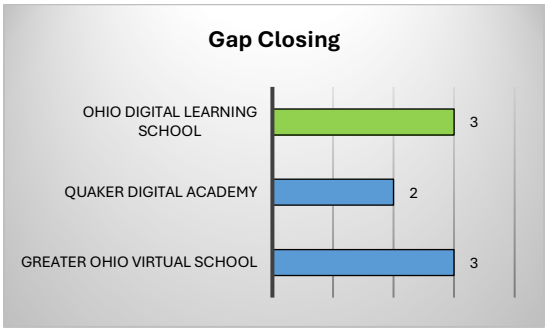
Comparison Schools Overview

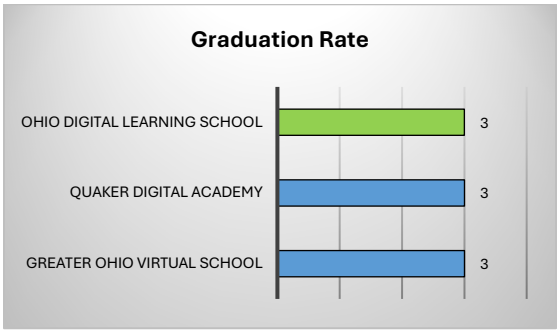
3 = Exceeds Standards, 2 = Meets Standards, 1 = Does Not Meet Standards











➢ *How did the school perform in comparison to other Dropout Prevention and Recovery schools?*

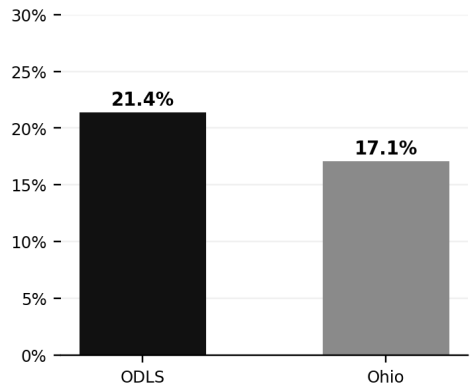
OCCS Academic Progress Report *2025-2026*

Ohio Digital Learning School

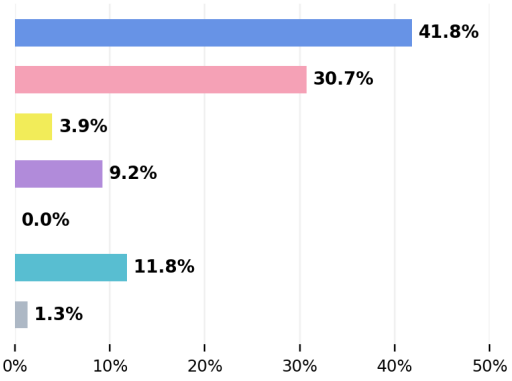
Special Education Overview

STUDENTS WITH DISABILITIES OVERVIEW

SWD ENROLLMENT COMPARISON



DISABILITY DISTRIBUTION



DISABILITY KEY

- Specific Learning Disability
- Other Health Impairment
- Emotional Disturbance
- Autism
- Speech/Language Impairment
- Intellectual Disability
- Multiple Disabilities

PROFILE AND RATING

PROFILE

Profile status

Corrective Actions Required **Yes and Completed**

Indicators Missed

Indicator 1: Graduation Rates

Indicator 2: Dropout Rates

RATING

Current special education rating

Needs Intervention Year 1

SPECIAL EDUCATION OVERVIEW

High School SWD to IS Ratio	**16.8:1**	**Compliant**
Complaint Status	**No Findings**	

TECHNICAL ASSISTANCE

OCCS Audit Date	**9/30/2025**	**Next OCCS Desk Audit**	**11/30/26 - 12/4/26**

Overall School Strengths

- Overall and Gap Closing ratings increased from Meets to Exceeds;
- Received a rating of Exceeds in Combined Graduation Rates for the 5th consecutive year;
- Received a rating of Exceeds in 4, 5, 6, 7, and 8-year Graduation Rates; and,
- Received a rating of Meets in Achievement and Progress.

Overall School Areas for Improvement

- Chronic Absenteeism(CA) increased by 11.7 percentage points (23.3% to 35%).