California Department of Education

Charter Schools Division

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Attachment 1

**Email to California State Board of Education-Authorized Charter Schools Regarding the Annual Academic Report for the 2023–24 School Year**

## Email Request

The California Department of Education (CDE) Charter Schools Division (CSD) provides an annual academic update to the California State Board of Education (SBE) in the form of an academic memorandum (Academic Memo) of all SBE-authorized charter schools. The Academic Memorandum Response Form (Form) link is being provided to each SBE-authorized school in preparation for the annual Academic Memo that will be submitted to the SBE members in April.

The Form includes general and demographic information for Charter School, a California School Dashboard (Dashboard) Data overview, and a link to the Charter School’s California Assessment of Student Performance and Progress (CAASPP) data from the CAASPP results website.

The Charter School is up for renewal in 20XX.

**Written Response Needed:**

Using the Form link below, complete a written response by **February 13, 2025.**

The CDE provides the following resources to all schools:

* Dashboard: <https://www.cde.ca.gov/ta/ac/cm/>
* Planning for the LCAP and School Plan: <https://www.cde.ca.gov/re/lc/planninglcapschoolplan.asp>

Please submit all written responses to <https://surveys3.cde.ca.gov/go/academic-memo-form-2024.asp> **by** **February 13, 2025**. If you have any questions about this email or the written responses, contact your assigned CSD Education Programs Consultant, by email or by phone.