



# Arizona State Board for Charter Schools

## Mandatory Reporting Under A.A.C. R7-5-501(C)

Under Arizona Administrative Code (“A.A.C.”) R7-5-501(C), a charter holder must report the following to the Board within 10 business days of receipt or occurrence:

1. Any notice from a lender or landlord regarding default;
2. Filing a petition for bankruptcy;
3. Any notice received from the Internal Revenue Service (“IRS”), Arizona State Retirement System (“ASRS”), Arizona Department of Revenue (“ADOR”), or Arizona Department of Economic Security (“ADES”) regarding a tax lien, levy or garnishment;
4. Correspondence from an insurance provider related to cancellation of health or liability insurance due to nonpayment;
5. Notice of termination of line of credit whether initiated by financial institution or charter holder when replacement credit line is not in effect; or
6. Withdrawals from debt service reserve funds.

Charter Holder Information	
Name of Charter Holder Entity	
CTDS of Charter Holder Entity	

Check applicable box or boxes below and provide requested information			
<input type="checkbox"/>	<b>ADES Notice</b> Type: Notice Date:	<input type="checkbox"/>	<b>Bankruptcy Petition Filed</b> Filing Date:
<input type="checkbox"/>	<b>ADOR Notice</b> Type: Notice Date:	<input type="checkbox"/>	<b>Default Notice</b> Type: Notice Date:
<input type="checkbox"/>	<b>ASRS Notice</b> Type: Notice Date:	<input type="checkbox"/>	<b>Insurance Cancellation</b> Type: Notice Date:
<input type="checkbox"/>		<input type="checkbox"/>	<b>IRS Notice</b> Type: Notice Date:
<input type="checkbox"/>		<input type="checkbox"/>	<b>Credit Line Terminated</b> Termination Date:
<input type="checkbox"/>		<input type="checkbox"/>	<b>Withdrawal from Reserve Fund</b> Fund Name: Withdrawal Date:

Failure to accurately and timely report the information required by A.A.C. R7-5-501(C) may be identified as a noncompliance issue and may be recorded in Measure 2e of the charter holder’s operational performance dashboard.

Acknowledgement
Charter Representative’s Name: _____ Date: _____ <i>This form must be submitted by an authorized charter representative. The form’s submission is subject to verification.</i>