



METRO NASHVILLE
PUBLIC SCHOOLS

MNPS CHARTER SCHOOLS OFFICE

RESOURCE HANDBOOK

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Charter Office Overview

With more than 150 schools, including 24 charter schools, Metro Nashville Public Schools (MNPS) is one of the nation's largest school districts. As the most diverse district in Tennessee, the consolidated city- county district covers Nashville and Davidson County, an area of about 525 square miles.

A nine-member elected Board and its appointed Director of Schools leads the school district. The Metropolitan Nashville Board of Education represents the public's voice in public education, providing oversight for what the school system needs and what the community wants.

Mission and Vision

The mission of the MNPS Charter Schools Office is to authorize excellent public schools that change lives.

The vision of the MNPS Charter Schools Office is a world where all children and communities are empowered through exemplary public schools.

Guiding Principles and Policies

National Association of Charter School Authorizers

MNPS Charter Schools Office has developed authorizing practices aligned with the National Association of Charter School Authorizers' (NACSA) Principles and Standards. Through this process, the stage is set for strategic integration of new schools through this approach to quality authorizing.

Board Policies

Pursuant to the Tennessee Public Charter Schools Act of 2002 (T.C.A. § 49-13-101 et seq.), the MNPS has adopted board policies to ensure compliant authorization practices:

MNPS Board Policy 1.900	Charter School Authorizing Principles	Appendix A
MNPS Board Policy 1.901	Charter School Applications	Appendix B
MNPS Board Policy 1.902	Charter School Agreements	Appendix C
MNPS Board Policy 1.903	Charter School Oversight	Appendix D
MNPS Board Policy 1.904	Charter School Intervention	Appendix E
MNPS Board Policy 1.905	Charter School Renewal	Appendix F
MNPS Board Policy 1.906	Charter School Revocation	Appendix G

MNPS Charter Schools Office Team

MNPS Charter Schools Office Core Team

Executive Director	Shereka Roby-Grant	Shereka.Roby@mnps.org	629-910-6128
Part Time Coordinator	Amy Leslie	Amy.Leslie@mnps.org	629-999-7114
Compliance Coordinator	Steven Crawford	Steven.Crawford@mnps.org	629-999-7082
Accountant	Sheyla Helm	Sheyla.Helm@mnps.org	629-910-5574
Admin. Assistant	Belinda Hardrick	Belinda.hardrick@mnps.org	615-259-8624

Funded Extended Team

Special Education	Ricky Caldwell	ricky.caldwell@mnps.org	615-298-3278
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Unfunded Extended Team

School Counseling	Laseanda James	Laseanda.James@mnnps.org	615-259-8539
Strategic Investments	Melissa Meadows	Melissa.Meadows@mnps.org	629-999-7117
	Sandra Jarreau	Sandra.Jarreau@mnps.org	629-910-6570
Human Resources/Benefits	Judith Hawkins	Judith.Hawkins@mnps.org	615-259-8519
English Language Learners	Linsay Roe	Linsay.Roe@mnps.org	615-291-6429
Special Education	Diane Denny	diane.denny@mnps.org	615-259-8698
Data Coach	Sinha Sudhir	Sudhir.Sinha@mnps.org	615-259-8624

MNPS and TDOE Contact Information

Title/Responsibilities	Name	Email Address
MNPS Safety and Security	Reginald Young	Reginald.young@mnps.org security@mnps.org
MNPS Benefits (billing)	Ashley Blake	John.Blake@mnps.org
MNPS Benefits/HR Services	Judith Hawkins	Judith.hawkins@mnps.org
MNPS Director of Student Health Services	Nicole Boyle	nicole.boyle@mnps.org
MNPS Coordinator of Student Health Services	Reba Bryant	Reba.Bryant@mnps.org
MNPS Data Quality and Integrity	Becky Hampton	becky.hampton@mnps.org
MNPS Data Warehouse Access	Services For You	https://servicepro.mnps.org/
MNPS Data Warehouse Questions	Data Warehouse Team	datawarehouse@mnps.org
MNPS ELL	Lindsay Roe	Lindsay.Roe@mnps.org
MNPS ELL	Larry Miles	Larry.Miles@mnps.org
MNPS Enrollment/Registration	Rebecca Ballou	rebecca.ballou@mnps.org
MNPS Exceptional Education – general info.	EE Help Desk	615-394-1892
MNPS Exceptional Education	Ricky Caldwell	ricky.caldwell@mnps.org
MNPS Exceptional Education	Diane Denney	diane.denney@mnps.org
MNPS Federal Programs	Michael White	michael.p.white@mnps.org
MNPS Federal Programs – Charters	Melissa Meadows	Melissa.Meadows@mnps.org
MNPS Federal Programs – Charters	Sandra Jarreau	Sandra.Jarreau@mnps.org
MNPS Federal Programs – Special Populations	Laura Lamb	Laura.Lamb@mnps.org
MNPS Federal Programs – Foster Care and Migrant	Maya Young	maya.young@mnps.org
MNPS Federal Programs – Title VI and Title IX	Ashley Collins	Ashley.Collins2@mnps.org
MNPS Food Service	Braina Corke	braina.corke@mnps.org
MNPS Guidance and Counseling	Laseanda James	Laseanda.James@mnps.org
MNPS HERO Office	Catherine Knowles	catherine.knowles@mnps.org
MNPS Infinite Campus	Katrina Anderson	katrina.anderson@mnps.org
MNPS Grading	Sarah Vinson	sarah.vinson@mnps.org
MNPS Technology and Information Services	Services For You	Services For You
MNPS Research, Assessment and Evaluation – Executive Director	Christine Stenson	Christine.Stenson@mnps.org
MNPS Research, Assessment and Evaluation – State Assessments	Jan Lineberger	jan.lineberger@mnps.org
MNPS Research, Assessment and Evaluation – District Assessments	Jody McClarey	jody.mcclarey@mnps.org
MNPS Boundary Planning	Ryan Latimer	ryan.latimer@mnps.org
MNPS School Options	Ashford Hughes	Schooloptions@mnps.org
MNPS TN Compass	Katherine Enterline	katherine.enterline@mnps.org
State Board, Office of Charter Schools	Ali Reid	Ali.Reid@tn.gov
TDOE, Office of Charter Schools	Christie Williams	Charter.Schools@tn.gov
TCRS – State	Tennessee Dept. of Treasury	http://treasury.tn.gov/contact.html
TDOE – Teacher Licensure	Office of Educator Licensure	Educator.licensure@tn.gov
TDOE-TN Funding	Tennessee Department of Ed.	Tnedu.funding@tn.gov

School Board Representatives

DISTRICT	SCHOOL BOARD REPRESENTATIVE	SCHOOL
1	Robert Taylor	Explore Community School
		KIPP Academy Nashville
		KIPP Kirkpatrick Elementary
		KIPP Nashville College Prep
		KIPP Nashville College Prep Elementary
		KIPP Nashville Collegiate High School
		RePublic High School
3	Zach Young	East End Preparatory School
		Liberty Collegiate Academy
		Nashville Classical East
		Smithson Craighead Academy
5	TK Fayne	Cameron College Preparatory
		LEAD Academy High School
		Nashville Prep
		Purpose Prep
		STEM Prep Academy
		STEM Prep High School
6	Cheryl Mayes	Intrepid College Preparatory
7	Freda Player	Aventura Community School
		LEAD Prep Southeast
		Rocketship United Academy
		Valor Flagship Academy
		Valor Voyager Academy

Enrollment Centers

Antioch and Cane Ridge Clusters

1900 Hobson Pike,

Antioch, TN 37013

Phone: 615-687-4011

Email: antiochenrollcenter@mnps.org

McGavock Cluster

3150 McGavock Pk,

Nashville, TN 37214

Phone: 615-885-8850 Option 7

Fax: 615-232-2821

Email: mcgavockenrollcenter@mnps.org

Glenclyff Cluster

160 Antioch Pike, Nashville, TN 37211

Phone: 615-333-5070, Option 7

Fax: 615-333-5073

Email: glenclyffenrollcenter@mnps.org

Overton Cluster

835 Robertson Academy Road, Nashville, TN

37220

Phone: 615-333-5067 Ext. 2224, 2223, 2222

Fax: 615-333-5176

Email: overtonenrollcenter@mnps.org

Hillwood Clusters

400 Davidson Rd, Nashville, TN 37205

Phone: 615-353-6000

Fax: 615-353-2036

Email: hillsboroenrollcenter@mnps.org Email:
hillwoodenrollcenter@mnps.org

Pearl-Cohn @ McKissack

915 38th Ave N, Nashville, TN 37209

Phone: 615-329-8170 Option 4

Fax: 615-321-8371

Email: pearlcohenenrollcenter@mnps.org

Hunters Lane and Whites Creek Clusters

1150 Hunters Ln, Nashville, TN 37207

Phone: 615-860-1401 Option 7

Fax: 615-860-1434

Email: hunterslaneenrollcenter@mnps.org

Maplewood and Stratford Clusters

401 Walton Ln, Nashville, TN 37216 Phone: 615-

262-6770 Option 7 Fax: 615-226-2056

Email: maplewoodenrollcenter@mnps.org

MNPS District Calendar



2026-2027 District Calendar

July 2026 – June 2027 (Revised 2/9/26)

July 2026	August 2026	September 2026
S M T W T F S	S M T W T F S	S M T W T F S
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
	30 31	
October 2026	November 2026	December 2026
S M T W T F S	S M T W T F S	S M T W T F S
4 5 6 7 8 9 10	1 2 3 4 5 6 7	6 7 8 9 10 11 12
11 12 13 14 15 16 17	8 9 10 11 12 13 14	13 14 15 16 17 18 19
18 19 20 21 22 23 24	15 16 17 18 19 20 21	20 21 22 23 24 25 26
25 26 27 28 29 30 31	22 23 24 25 26 27 28	27 28 29 30 31
	29 30	
January 2027	February 2027	March 2027
S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	1 2 3 4 5 6	7 8 9 10 11 12 13
10 11 12 13 14 15 16	7 8 9 10 11 12 13	14 15 16 17 18 19 20
17 18 19 20 21 22 23	14 15 16 17 18 19 20	21 22 23 24 25 26 27
24 25 26 27 28 29 30	21 22 23 24 25 26 27	28 29 30 31
31	28	
April 2027	May 2027	June 2027
S M T W T F S	S M T W T F S	S M T W T F S
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
	30 31	

Key Dates

FALL SEMESTER

July 3: Independence Day observed (District closed)
 July 14: Assistant principals report
 July 31: Teacher In-Service Day (Students do not report)
 Aug. 3-5: Teacher In-Service Day (Students do not report)
 Aug. 6-7: Stockpiled PD Day (Students do not report)
 Aug. 10: Stockpiled PD Day (Students do not report)
 Aug. 11-12: Full day for grades 1-12; Half day for Pre-K and K
 Sept. 7: Labor Day observed (District closed)
 Sept. 10: Progress reports issued
 Oct. 8: First quarter ends
 Oct. 9: Stockpiled PD Day (Students do not report)
 Oct. 12-18: Fall Break
 Oct. 19: Second quarter begins
 Oct. 22: Report cards issued
 Nov. 3: Parent conference day (Students do not report)
 Nov. 11: Veterans Day observed (District closed)
 Nov. 12: Progress reports issued
 Nov. 23-27: Thanksgiving holiday (District closed Nov. 26-27)
 Dec. 15-17: Half day for exams grades 9-12; Full day for Pre-K-8
 Dec. 18: Half day for all students; Exams grades 9-12; Second quarter ends
 Dec. 21-Dec 31: Winter break holiday (District closed Dec. 23-25)
 Jan. 1: New Year Day holiday (District closed)

SPRING SEMESTER

Jan. 4: Stockpiled PD Day (Students do not report)
 Jan. 5: Third quarter begins
 Jan. 14: Report cards issued
 Jan. 18: MLK holiday observed (District closed)
 Feb. 4: Progress reports issued
 Feb. 15: Stockpiled PD Day (Students do not report)
 March 5: Third quarter ends
 March 8: Fourth quarter begins
 March 18: Report cards issued
 March 19: Half day all students
 March 22-25: Spring Break
 March 26: Spring Holiday (District closed)
 April 15: Progress reports issued
 May 20-21: Half day for exams grades 9-12; Full day for PreK-8
 May 24: Half day for exams grades 9-12; Full day for PreK-8
 May 25: Half day for all students; Exams grades 9-12; End of school year; Report cards issued (elementary and middle schools)
 May 26: Teacher In-Service Day; Last day for teachers
 May 31: Memorial Day observed (District closed)
 June 4: Last day for assistant principals
 June 18: Juneteenth observed (District closed)

Potential snow make-up days:
 Stockpiled PD days, holidays, etc.

6 Stockpiled PD days
 7 Stockpiled inclement weather days

Calendar Key

Students in school	Stockpiled professional development (PD) day (Students do not report)
Students out of school	Half day for all students
Students out of school; District closed	Half day for exams (grades 9-12 only)
Teacher In-Service Day (Students do not report)	Half student day

Assessment Calendar

MNPS Assessment Calendar

Charter School Access to MNPS Systems

Accessing Your MNPS Username AND Password

An MNPS username and password will be generated for each charter school employee once updated in our system. In order to obtain this username and password, new employees may create a Services For You ticket. The only thing the school is provided is the employee ID number. HR does not provide username or passwords for other systems.

Accessing Service For You

In order to access Services For You, (formerly Service Pro), use the link below.

<https://servicesforyou.mnps.org/>

Each school has a unique username and password that all staff associated with that school can use.

Accessing the Charter School SharePoint Site

Each charter school should have SharePoint site users designated based upon the level of access needed. Users should be assigned to the following categories:

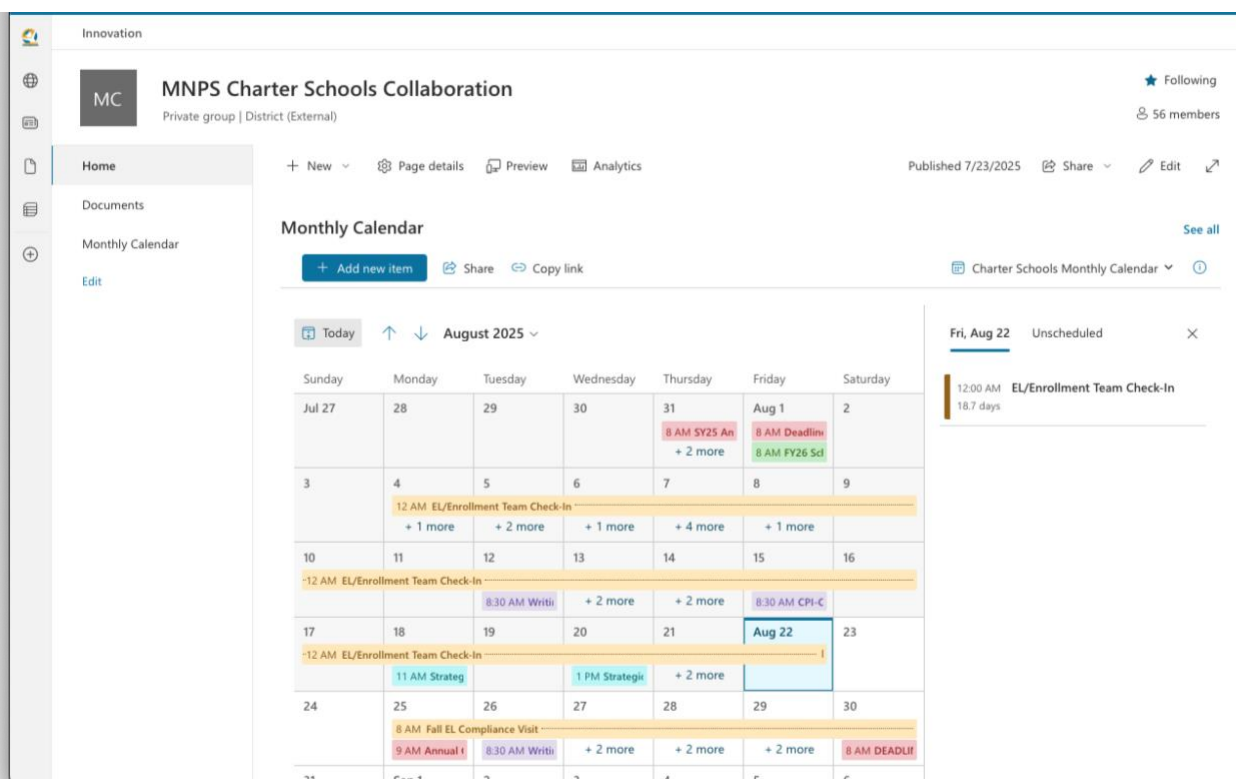
- Assessment
- Behavior
- English Learners
- Exceptional Education
- Federal Programs
- HR & Benefits

The SharePoint site can be accessed using the link below:

<https://k12mnps.sharepoint.com/sites/035-TEMG-TEAM-NashvilleCharters>

Users will need their MNPS username and password to access the site. Once logged in, users will have access to the portions of their school's folder to which they have been assigned access.

Additionally, users will be able to access announcements relevant to charter schools as well as a calendar updated throughout the year.



For assistance accessing the Charter School SharePoint, please contact [Belinda Hardrick](#).

Accessing the MNPS Data Warehouse

The MNPS Data Warehouse hosts important student information, such as previous state and district-mandated assessment scores, student attendance history, and student demographic information. Though the Data Warehouse is housed on the MNPS server, charter school users can access information either by logging in through a computer connected to the MNPS server or through VPN access on a computer not directly connected to the MNPS server.

To access the Data Warehouse, users will need their MNPS username and password. Access rights to the Data Warehouse are dependent upon the user's assigned role and school-based decisions.

Should users need to obtain VPN rights, they can submit a Services For You ticket explaining the download is necessary for data warehouse access.

Questions regarding Data Warehouse can be directed to datawarehouse@mnps.org.

Charter School Access to HCM Learning – Professional Development

1. Navigate to hcmcloud.mnps.org
2. You may be auto logged in if already logged into Office365. If not, enter your MNPSusername@mnps.org as the

sign in name. Then click “Next”.

- a. Example: Benita Smith may have the username bsmith1 and therefore use bsmith1@mnps.org to sign in.
3. When prompted, enter your current MNPS password
4. Choose to stay signed in or not when prompted. After doing so, users will land in HCM Cloud.

Infinite Campus Access Information for Charter Schools

Business Rules

*Automated business rules are created by following FERPA suggested guidelines.

Summary of Exception Process

*Automated business rules are created by following FERPA suggested guidelines.

The steps below list the process for requesting roles for personnel who do not fall into the business rules for MNPS assignment.

1. End user requests permission for needed role (tool right) or additional calendar from Principal at school level.
2. Upon approval at school level, the Principal submits a help ticket for the requested role, by completing the [Campus Role Exception Request Form](#). Completion of the form automatically creates a Service For You ticket.
3. SIS will verify staff’s title in Active Directory.
4. SIS will verify staff’s calendar rights in Infinite Campus.
5. SIS will verify staff’s security groups in Infinite Campus
6. SIS will verify required training has been marked “Completed” in HCM Learning.

If all of these areas align, the staff member should already have been granted access to the role.

***Census Enrollment** – Only 2 users per school are granted this access. These role requests must be managed by the designated “Approver” for the charter school. (see next section)

****Master Scheduling** – Tool right is removed every year and must be retaken. New hires are required to take instructor led training.

Approver List for Each School

*Approvers are managed by the Executive Director of Charter Schools

MNPS Roles for AD	Training Required	Job Title (job code)
Charter Academic Planner		•Charter Certificated (87899) •Charter Certificated English Learner (85258)
Charter Attendance	Yes	•Charter Support (87900) •Charter Support Admin (84141) •Charter Administrator (80109)
Charter Behavior Audit	Yes	•Charter Administrator (80109) •Charter Support Admin (84141)
Charter Census	-	<i>manually managed</i>
Charter Counselor		Charter Administrator (80109)
Charter Enrollment Specialist	Led by R. Ballou	<i>manually managed</i>
Charter Grading Admin		•Charter Administrator (80109) •Charter Support Admin (84141)
Charter Nurse		<i>manually managed</i>
Charter Health School Staff	Yes	<i>manually managed</i>
Charter Office Tools		•Charter Support (87900) •Charter Administrator (80109)
Charter Portal Liaison		<i>manually managed</i>
Charter Scheduler	Yes	Data Specialist I, 1202008 Data Specialist II, 1202015 Data Quality and Integrity Analyst, 1502004 Data Quality and Integrity Manager, 1701020
Charter School Admin		Charter Administrator (80109)
Charter School View Only	Yes	•Charter Support (87900) •Charter Support Admin (84141) •Charter Administrator (80109)
Charter Support and Intervention		•Charter Support (87900) •Charter Support Admin (84141) •Charter Administrator (80109)
Charter Teacher		•Charter Certificated (87899) •Charter Certificated English Learner (85258)
Charter Transcript	<u>Yes</u>	<i>manually managed</i>
Charter Walk-In Scheduler	<u>Yes</u>	•Charter Support (87900) •Charter Support Admin (84141) •Charter Administrator (80109)

Procedures for New and Terminated Employees

Receiving timely and accurate employee information and notifications of staffing changes is crucial for the efficient operation of both our organizations and, most importantly, for ensuring the proper administration of benefits and records for your dedicated staff.

Charter schools should notify MNPS as soon as possible after an employee terminates. It is critical that MNPS be notified so that access to any MNPS system and programs can be stopped and to stop payment of benefits.

*MNPS Benefits will provide all updated forms. Contact Judith Hawkins should you have any questions.

Procedures for Benefits

Support Benefits

Contact: Sonja Mote Sonja.Mote@mnps.org

Phone# 615-259-8462 Fax# 615-214-8665

In the first two weeks of work each support staff employee should review the Support New Hire benefits information and complete the benefit election forms. Please encourage staff to keep the guide for their records.

Should you have a staff member experience a life-changing event that falls within the approved time frame, please provide them with the appropriate form. Forward the completed information to the Benefits office for processing.

*Reach out to the Benefits office for current forms.

Certificated Benefits

Contact: Christy Overstreet Christy.Overstreet.org

Phone# 615-259-8463 Fax# 615-214-8665

In the first two weeks of work each certificated employee should log in to Benefit Express and make their choices.

Should a staff member experience a life-changing event that falls within the approved time frame, they would log in to Benefit Express to make those changes.

*Please reach out to the Benefits office for more information.

Support Pension Uploads

Contact: Ashley Blake – John.Blake@mnps.org

Phone# 615-259-8438 Fax# 615-214-8665

The Charter Billing and Pension upload files are due by the first (1st) day of each month, for pensionable earnings incurred in the previous month, without any observance of a weekend (Saturday/Sunday) or holidays.

When submitting your files, include employee identification numbers for all employees. As always, please do not include certificated employees on the pension upload files. The pension upload file is only for support employees working at least 20 hours per week.

Please report all certificated employees to Tennessee Consolidated Retirement System (TCRS) for pensionable credit.

Outlined below is the process flow of Support Pension Upload:

Activity	Who is Responsible
Run bi-weekly Payroll	Payroll Vendor
Run Interface	Payroll Vendor
Transmit file	Payroll Vendor
File moved for Oracle processing	Metro ITS
Oracle processing upload	Metro ITS
Error handling	MNPS Benefits & Charter
Feed from Oracle to Pension system	Metro Benefits

MNPS Benefits will receive the Processing Log which contains successful and erroneous records. They will coordinate the proper repair of the transaction with the appropriate Charter. *It will be the responsibility of the charter to correct information contained in your payroll system, so the error condition does not persist.* The information below outlines the Error Handling process.

Error Handling:

1. Oracle Processing Upload occurs
2. Processing Log generated from the Upload
3. Log sent to MNPS Benefits – Triage errors
 - a. MNPS Benefits handles error corrections
 - b. Missing or bad Employee numbers. Or other incorrect data will be communicated to the Charter for correction in your payroll system

We encourage you to audit the Metro Employee Numbers loaded into your payroll system to ensure they are accurate, as this appears to be the biggest concern for rejected transactions. The Employee number is the key to an accurate upload.

For questions about this new process or regarding Employee Numbers, please contact MNPS Benefits.

School Data Entry

Responsibilities and Timelines

All calendar information is to be provided to Claudia Diaz and Shelly Kleinert at mnpseis@mnps.org. The data quality and integrity department has created a 200- day accountability form that will report the following information:

- School year
- Instructional calendar
- Stockpile inclement weather days
- Inservice days
- Teacher vacation days
- Discretionary teacher vacation days
- Discretionary administrative days
- Discretionary other days
- Event type
- Event duration
- Calendar number
- Scheduled days
- Stockpile professional days
- Parent/teacher conference days
- Abbreviated days
- Discretionary in-service days
- Discretionary instructional days
- Event date
- School day type

200-day Accountability Report Instructions from the Data Quality and Integrity Office

200 Day Accountability Report

Instructions:

School Name - The School name

Telephone - telephone contact at school to discuss calendar concerns.

Number of days with students – the number of instructional days with students present. There must be at least 180 days. Stockpiled Professional Development days count toward this number of days. A school may have more than 180 instructional days through funding by the local board of education.

Number of days teachers' vacation with pay. There must be at least 10 days of paid vacation per year. There may be more than 10 days of paid vacation through finding by the local board of education.

Number of In-service days - The total number of teacher in-service days. There must be at least five in-service days. There may be more than 5 in-service days through finding by the local board of education.

Teacher-Parent Conference - The number of days for teacher-parent conference. There must be at least 1 day. A district may have more than 1 day for teacher-parent conference through finding by the local board of education.

Discretionary Days (Other) - The number of days this district is using as its discretionary (other) days if those days are not already identified. There may not be more than 4 of these days. An example of this would be intercession or days where all students are not required to be present.

Total Days - The total number of days listed must add up to at least 200 days.

Stockpiling

1. The school/district is stockpiling in accordance with T.C.A. 49-6-3004(e)(1).
(e)(1) A local board of education, private school, or church-related school that exceeds the full six and one-half (6 1/2) hours instructional time required by law by one-half (1/2) hour daily for the full academic year must be credited with the additional instructional time. The excess instructional time may be accumulated in amounts up to, but not exceeding, thirteen (13) instructional days each year, referred to as "stockpile days". Stockpile days may only be applied toward meeting instructional time requirements missed due to:

(A) Dangerous or extreme. weather conditions;

(B) Serious outbreaks of illness affecting or endangering students or staff; 2 SB 1272

(C) Natural disaster or dangerous structural or environmental conditions rendering a school unsafe for use;

(D) School-wide or district-wide instructional planning meetings, parent-teacher conferences, or other similar meetings; or

(E) Faculty professional development that is in compliance with state law and the rules and policies established by the state board of education.

(2) Stockpile days may only be used in whole day (six and one-half (6 1/2) hours); half (1/2) day; or one-third (1/3) day increments.

(3) A local board of education, private school, or church-related school shall maintain documentation of the purpose for each stockpile day used as required by the department of education, including reasons for school closures and agendas for professional development for audit purposes.

(4) An unused accumulated stockpile day must not be used for the purpose of ending the school year early and cannot be carried over from one (1) school year to the next.

Calendar

1. Student Open Date - The first instructional day of school for all students.
2. Christmas Break Days - The total number of school days for Christmas break and the first day of Christmas break when students are not present.
3. Spring Break Days - The total number of school days for Spring break and the first day of Spring break when students are not present.
4. Student Closing Date - The last day of instruction. (The last day when students are in school.)

5. In-service dates - The dates planned for in-service education for the district (whole days or partial days.) Time should be the amount of time devoted to in-service on that date/day. One whole day of in-service (6 hours) should be entered as 01.00. Half days should be entered as 00.50. One third day (such as two hours after school) should be entered as 00.33. Do not break the day into smaller segments than one-third days. The "time" entered in item 5 must total a minimum of five full days.
6. Abbreviated dates - The attendance accounting policy allows districts to have 3 abbreviated dates.
7. Teacher-parent conference - The date(s) planned for teacher-parent conferences (whole or partial days should be shown).
8. Discretionary Days (Other) - All days in Discretionary Days (other) at the top of the form for 200 Day Accountability Report should be accounted for here. Dates, duration, and type of activity should be indicated. For instance, if the day is to be a day for teachers to work in their classrooms, please identify the day as "A", Administrative. If the day is to be an in-service day, please list it only if it is not already listed under item 5.

Note: Any calendar changes requested after the initial school calendar has been uploaded must be approved by the TNDOE and sent to the MNPS Charter Schools Office. Schools may not decide to alter the calendar without making the necessary official changes.

Other Information from Data Quality

1. Instructional Program – Information provided to Claudia Diaz and Shelly Kleinert at mnps@mnps.org for each charter school by March 15.
 - Student day (in minutes)
 - School stockpile PD days (total number)
 - Spring block begin date
 - Report period begin date
 - Event type
 - Event duration
 - Teacher day (in minutes)
 - Block schedule
 - Report period number
 - Event date
 - School day type

Note: Any calendar changes requested after the initial school calendar has been uploaded must be approved by the TNDOE and sent to the Office of Charter Schools. Schools may not decide to alter the calendar without making the necessary official changes.

2. Class Section (information received upon entry of master schedule and from course catalog) – Due in summer
 - Course code
 - Class type
 - Class begin date
 - Honors class indicator
 - Local dual credit
 - Postsecondary institution ID
 - Local class number
 - Teaching method
 - Class end date
 - Statewide dual credit
 - Dual enrollment
 - Test administration window
3. Class Section Schedule (information received upon entry of master schedule) – Due in summer
 - M-F duration
 - M-F assigned period
4. Student Enrollment (Entry into Infinite Campus required within 24 hours of student enrollment)

- Student SSN
 - Local student number (system generated)
 - Middle name
 - DOB
 - Previous first/middle/last
 - Immigrant student
 - Year entered 9th grade
 - Mother's maiden name
 - Student's county of birth
 - Student's country of birth
 - Race indicator
 - Instructional period type of service
 - Enrollment reason (code)
 - Instructional grade assignment
 - Student classification
 - Student classification end date
 - Student PIN
 - First name
 - Last name
 - Previous SSN/PIN
 - Gender
 - Date first enrolled in US schools
 - Native language
 - Student's city of birth
 - Student's state of birth
 - Hispanic
 - English language background
 - Enrollment date
 - Course of study
 - Instructional grade assignment date
 - Student classification begin date
5. Student Disciplinary Action (Entry of all ISS, OSS, remandments and expulsions must be entered into IC within 24 hours of disposition. These data must be reported by MNPS to the Tennessee Department of Education.)
- Disciplinary action type
 - Disciplinary action end date
 - Disciplinary offense date
 - Disciplinary action begin date
 - Disciplinary primary reason (discipline code)
6. Student Class Assignment (information received upon entry of master schedule) – as scheduled or change in schedule.
Note: All students must be scheduled in order to be counted within the schools ADM for funding purposes.
- Local class number
 - Student class end date
 - Student class begin date
7. Student Attendance (all attendance exceptions) – must be updated daily in Infinite Campus
- Attendance date
 - Attendance type (code)
8. Student Withdrawal – must be updated in Infinite Campus within 24 hours
- Withdraw date
 - Withdraw reason explanation
 - Withdraw reason code
9. Student End of Service May to June 10
- End of service action (promoted, retained)
 - Completion document type (type of diploma received, 12th grade only)
 - Completion document date (graduation date, 12th grade only)
 - Completion document period (term in which diploma received, 12th grade only)
10. Student Final Grade (grades 5-12, information builds from student schedule and report card grades or backfilling to transcript) – one week after school ends
- Credits earned
 - Alpha grade

- Numeric grade
- Quality points

11. Staff Member Upon Hiring

- Staff SSN
- First, middle, last name
- Previous SSN/License/Name
- Ethnicity
- Staff status
- Current assignment
- Current assignment end date
- Class end date (information received upon entry of master schedule)
- Federally funded class (information received upon entry of master schedule)
- Staff license number
- DOB
- Gender
- Licensure check
- Staff work email address
- Current assignment begin date
- Class begin date (information received upon entry of master schedule)
- Teacher of record (information received upon entry of master schedule)

12. Bus Information Reporting

- EE information reporting (done through Easy IEP if done by district)

For Those Schools Not Using the MNPS Enrollment Platform:

If your organization does not take advantage of the MNPS enrollment platform, data from the organization's enrollment system of choice must be uploaded to Smart Choice. Non-participating charters will receive excel files from MNPS to upload new students and to use to withdrawal students. An MNPS analyst will review the Non-participating charter's file and only load completed files as specified in the procedure template from Smart Choice. Non-participating charters will receive an email confirmation from the school options email that will notify you of a successful upload or a non-successful upload from confirmation that MNPS School Options department receives back from Smart Choice. Parents will have to accept the seat on the MNPS Smart Choice Portal. If a parent has accepted a previous seat selection at another school, they will have to confirm they no longer want the previously accepted seat.

Charter School Payment

Tennessee Investment in Student Achievement (TISA) Formula

The TISA Act was passed by the Tennessee General Assembly on April 28, 2022, and was signed into law by Governor Bill Lee on May 2, 2022. Through the passage of the TISA Act, Tennessee's K-12 public schools will now transition to a student-based funding approach.

About TISA

In accordance with Tennessee Code Annotated, Title 49, Chapter 3, Part 1 and rules under TDOE 0520- 12-05, beginning with the 2023-2024 school year, the Department of Education shall implement the student-based funding formula known as the Tennessee Investment in Student Achievement (TISA) formula as the system for funding education for kindergarten through grade twelve (K-12) public schools. The Tennessee Investment in Student Achievement (TISA) public school funding formula marks a significant change in how Tennessee invests in public education. The TISA funding

formula updates the way Tennessee funds public education for the first time in over 30 years to empower each student to read proficiently by third grade, prepare each high school graduate for postsecondary success, and provide resources needed to all students to ensure they succeed.

It is important to note that the TISA funding formula relies on the prior year data to drive subsequent year allocations. This means data from the 2022-2023 school year generates the funding to be allocated for the 2023-2024 school year.

The TISA Formula

Average Daily Membership (ADM)

For almost all elements of the funding formula, a calculation called Average Daily Membership (ADM) is used to capture student counts. Rather than measuring raw numbers of students, ADM considers a student's enrollment and daily class assignment for each of nine reporting periods throughout the year, each lasting approximately 20 instructional days of each LEA's school calendar. Funding is a cumulation of a three-step process.

Step 1 – TISA Calculation-Base Funding

The first step is the only step tied directly to the Tennessee Investment in Student Achievement (TISA) funding formula. The base funding amount is subject to annual appropriations by the Tennessee General Assembly. For the 2026-27 TISA allocations, the base funding amount is \$7,530 per ADM. This results in the per pupil ADM multiplied by the base funding amount. Under step 1, additional funding is generated based on Unique Learning Needs-ULN per student. These ULN's have specific weights and percentages of funding as stipulated in TDOE Rule 0520-12-05(04).

Step 2 – TISA Calculation- The LEA's calculated Per Pupil Rate-PPR for additional funding

The second step is based on current year data. This step determines how much of the LEA funding body's investment in education is considered additional local funds, or above the local required contribution of TISA. It begins with Geographic District's Maintenance of Effort amount and submitted and approved by the district and funding entity (ePlan budget). Local required contribution is deducted from the total local revenues, resulting in the additional local funds amount. The total ADM of the geographic LEA is divided by the additional local amount, resulting in the PPR for additional local funds amount. Clarifying information will be forthcoming from MNPS Finance Department. Funding is calculated by multiplying step 2 PPR by the charter school's prior year ADM.

Step 3 – Current Year Enrollment Adjustments

Based on specific current year enrollment:

This step is based on current year enrollment and may be used if a charter school anticipates a change in enrollment, either increase or decrease, to project the funding change, adding a grade to an existing school, significant decrease in projected enrollment, or new charter schools. The increase/decrease in enrollment is multiplied by PPR that was calculated in step 2.

Beginning with FY26 allocations, Public Chapter 456 requires the department to disburse the state share of TISA funds directly to public charter schools. The state's share of funding will be calculated using the geographic district's state and local percentages for base and weighted funding, separately. These same state percentages will then be applied to the charter school's base and weighted amounts to determine the portion the state will cover. The state will fully fund the charter school's direct funding allocation. As with district allocations, funding for postsecondary assessments will be held at the state level.

The remaining portion of the base and weighted funding not covered by the state will be the responsibility of the

geographic district as the required local share. The funds will continue to be distributed from the LEA to the public charter school. All required local funds, additional local funds, and per pupil funds associated with true-ups of current year ADM will be handled directly between the LEA and the public charter school.

Public Charter School Appeals

Public chapter 456 requires a process for public charter schools to dispute an alleged error in an allocation to its authorizer. Charter schools may submit the following types of disputes to their authorizing LEA for review:

- Data Error - To correct substantive data reporting discrepancies or errors during a reporting period, including:
 - ❖ Discrepancies between data submitted by the charter school and data recorded in the authorizing LEA's system; or
 - ❖ Discrepancies between data submitted by the LEA and data received by the department.
- Allocation Calculation - To correct inaccurate final TISA allocations due to an alleged error in the calculation process.

Appeal Submission Process

A charter school may submit a written dispute to its authorizer within five (5) business days of receiving final TISA allocation information from the department. The appeal must follow the process outlined below:

1. Charter School Review and Submission: If charter school identifies a substantive data or allocation calculation error, it may submit a completed **Appeal Form** to its authorizing LEA.
 - a. The Appeal Form is available in the MNPS Charter Schools Collaboration under Documents > Charter Schools Office Resources.
 - b. The department (tnedu.funding@tn.gov) must be copied on all correspondence for tracking purposes.
 - c. All relevant supporting documentation must be included with the appeal.
2. LEA Review and Response: The authorizing LEA will review the appeal and issue a written response within five (5) business days of receiving the submission.
 - a. The response must be signed by the Director of Schools.
 - b. It must clearly state whether the LEA agrees that a data or calculation error occurred.
3. Escalation to the Department: If the LEA agrees that an error occurred, it may submit and LEA appeal to the department within fifteen (15) business days of the issuance of final allocations. The submission must include:
 - a. The charter school's original Appeals Form,
 - b. The LEA's written response; and
 - c. Supporting documentation or evidence relevant to the claim.
4. Department Review and Resolution: The department will review the LEA appeal and issue a written decision within ten (10) business days of receipt, provided all required documentation has been submitted. If an adjustment is warranted, the department will coordinate with the LEA and charter school to make the necessary corrections in a timely manner.

The [TISA Guide for the 2026–2027](#) school year is now available on the department's website.

Withholding of Funds by the Chartering Authority

The Chartering Authority may withhold funds to cover annual authorizer fee, the cost of any service contract is executed with the authorizer, and to cover the cost of participation in the LEA's benefits and retirement plans by the Charter School's employees, pursuant to T.C.A. § 49-13-112 and 119. SBOE Rule 0520-14-01-.03(2)(h)

The Chartering Authority may decrease Charter school's TISA allocation by any claw back amounts identified after the LEA completes its required true-up and final adjustment process-based on changes in revenue or student membership. TCA 49-13-112(a)(4), SBOE Rule 0520-14-01-.03(2)(e), DOE TISA Guide p. 47, DOE Guide on Chapter 456 of the Public Acts of 2025.

Enrolling and Withdrawing Students

[Link to MNPS Registration Website](#)

Crisis/Emergency Response School Safety and Security



MNPS CHARTER SCHOOLS OFFICE

To: Charter Schools

Re: 2026-2027 Safety Drills

From: Charter Schools Office

Date: August 2026

Safety drills are required by state law and are designed to prepare students and staff in the event of a school fire, emergency, or natural disaster. The safety of our students and staff are imperative, as we must be prepared for their safety. All schools are expected to perform required drills within the month designated and submit completion immediately to Navigate360. MNPS charter schools that opted out of the Safety and Security service agreement are responsible for obtaining their own platform and submitting drill reports in their MNPS Charter School Collaboration SharePoint. MNPS charter schools that opted in to the Safety and Security service agreement will utilize the platform provided by MNPS to submit drill reports.

Safety Drill Procedures found in Document Section under Weekly Attachments in the MNPS SharePoint Collaborations folder.

Behavior and Discipline

MNPS Discipline Policies and Practices

[Link to MNPS Discipline Website](#)

[Link to Policy here Policy 6.304 – Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation](#)

Disciplinary Investigations and Documentation

[Link to Student Expulsion Workflow](#)

MNPS Discipline Matrix Responses

[Link to Matrix here](#)

Student Expulsion Workflow and Protocol

[Link to Student Expulsion Workflow](#)

English as a Second Language Procedures

[English Learner \(EL\) Monitoring Procedures](#)

MNPS Medication Trainings

The below MNPS medication trainings are available for registration in [PowerSchool](#) and are open to charter school staff for a fee. The MNPS Office of Student Health will email invoices to the school following the completion of the training. Please remit all payments to MNPS Student Health, 2601 Bransford Ave, Nashville, TN 37204.

Assisted Self-Administered Medication Training - \$20/participant

This half day, in-person training provides certification for school staff to assist students with self-administration of medication and the administration of emergency medications (epinephrine and Narcan).

Anti-seizure Medication (Diastat) Administration Trainings - \$35/participant

This full day, in-person training provides certification for school staff to administer anti-seizure medication (Diastat), to assist students in the self-administration of medication, to administer emergency medications (epinephrine and Narcan), and to administer CPR.

Additional Information for Special Populations/Exceptional Education

Medical Homebound

If any of your disabled and/or nondisabled students require medical homebound services, then immediately notify your school's assigned district Exceptional Education Coach for consultation. **Do not** contact the district's Homebound Office. Every charter school is solely responsible for providing medical homebound services for any of their students. Your assigned Exceptional Education Coach will provide and explain the use of the district's medical homebound forms that charter schools do not have to necessarily use.

Multi-State Alternative Assessment (MSSA)/ TCAP-ALT Testing

All charter school Testing Coordinators should contact their school's assigned Exceptional Education Coach for consultation on the MSSA/TCAP-ALT test.

Alternative Assessment (AA) and Alternative Academic Diploma Course Codes (AAD) Infinite Campus Entries

All charter school Testing Coordinators should contact their school's assigned Exceptional Education Coach for consultation on why AA and AAD course codes are required to be entered in Infinite Campus.

Crisis Prevention Intervention (CPI) Training Requests

For charter school who want staff trained and becoming certified in CPI, it is requested that the following occur:

1. Their educators should attempt to register for CPI training on HCM Cloud. If there is difficulty accessing and/or registering, then a [Services for You](#) ticket should be entered for assistance.
2. The school's assigned Exceptional Education Coach should be immediately contacted to collaborate on getting educators CPI trained if the charter school still has problems accessing and/or registering on HCM Cloud.

Promotion and Retention



MNPS CHARTER SCHOOLS OFFICE

To Charter Schools

Re: Promotion/Retention Policy

From: MNPS Charter Schools Office

Date: School Year 2026-2027

Charter schools operating within the LEA of the Metro Nashville Public Schools (MNPS) district are granted a significant degree of autonomy, particularly in the realm of academic programming. This autonomy empowers each charter school to design, implement, and deliver a curriculum that aligns with its unique educational philosophy, instructional goals, and the specific needs of the student population it serves. Such flexibility allows charter schools to innovate and differentiate their academic offerings from traditional public schools, thereby fostering diverse learning environments across the district.

However, despite this curricular independence, charter schools remain accountable to MNPS, which functions as the Local Education Agency (LEA). In this capacity, MNPS provides essential guidance, oversight, and resources to support charter schools in making informed decisions regarding student progression. This includes decisions related to the retention of students who may not have met academic benchmarks, as well as the accelerated promotion of students who demonstrate advanced proficiency or mastery of grade-level standards.

It is the explicit responsibility of each charter school to ensure that its internal policies governing student promotion—whether standard or accelerated—are fully aligned with the most current rules and regulations established by the Tennessee State Board of Education. These rules are designed to uphold educational equity, consistency, and legal compliance across all public education entities in the state.

Furthermore, when dealing with students who are identified as Exceptional Education (i.e., students with disabilities) or English Learners (ELs), charter schools must adhere to a set of specialized protocols. These protocols are mandated by both state and federal legislation and are intended to safeguard the rights of these students while ensuring that their educational experiences are appropriately tailored to their individual needs. Compliance with these legal requirements is non-negotiable and must be rigorously maintained by all charter schools.

In instances where a charter school is found to be in violation of either the State Board Rules or the Tennessee Code Annotated (T.C.A.)—particularly in matters concerning student retention or accelerated promotion—the MNPS Charter Schools Office will initiate a formal response. This response will take the form of a written notice, issued in accordance with the MNPS Charter Schools Office Progressive Intervention Policy. The purpose of this policy is to ensure that corrective actions are taken promptly and that charter schools remain in good standing with both MNPS and the broader regulatory framework governing public education in Tennessee.

Regards,

Shereka Roby-Grant

Metro Nashville Public Schools Executive Director of Charter Schools

Policies and Procedures

Family Educational Rights and Privacy Act (FERPA)

MNPS is required to provide annual notice of The Family Educational Rights and Privacy Act (FERPA) and the rights it provides parents and students. The FERPA gives parents, students over 18 years of age and others certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading.

They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Public Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks; or an attorney from the Department of Law with a legitimate educational interest. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605

Notices and Templates

No trespassing Parent/Guardian Letter

Subject: Parent Zero Tolerance (ZT) Example

Date Mr./Ms. Address
Nashville, TN Zip

Dear:

Thank you for allowing us to serve your child's educational needs this school year. As you know, _____ (Elementary, Middle, High) School has an exceptional staff of instructional and support professionals committed to ensuring that your child is successful. I welcome your support and participation as we work together for the benefit of your child this school year.

One of my major responsibilities is to ensure the safety and welfare of the students and staff. I am obligated to enforce all applicable laws and regulations related to the operation of our school. Additionally, I am required to closely enforce all policies set by the Metropolitan Nashville Board of Education. The employees of _____ School work diligently to make our campus a welcoming place for you and other visitors. We put great emphasis on providing professional and friendly service to our students, their families, and other visitors of _____ School.

Include Details of the event that lead to the parent being ZT'ed from the building.

Effective immediately, you are no longer permitted to enter the school building without arranging to do so in advance with me. This advance notice must be arranged with me 24 hours ahead of time and at my convenience. If transporting your child to and from school, you are directed to remain in your car at all times while on _____ School campus. You will not be permitted to be in the building or on campus without administrative supervision. You may contact teachers and other faculty members by phone, letter or e-mail.

It is regrettable that you disregarded the impact of your behavior on your child, our students and staff. I expect you to do your part to ensure a respectful and responsible environment in our school.

Sincerely,

_____, Executive Principal

Student Directory Information Request Form



MNPS CHARTER SCHOOLS OFFICE

Student Directory Information Request

Requested by: _____

Title: _____

Organization/School: _____

Email: _____

Data Requested: _____

Purpose of the Request:

Requestor's Agreement:

By signing below, the Requestor, on behalf of him/herself and the requesting organization/school, agrees to abide by the applicable provisions of the Family Educational Rights and Privacy Act (FERPA) and T.C.A. § 49-13-132. The Requestor agrees not to distribute the student information received to outside parties without the written consent from the parent or eligible student. Additionally, the Requestor certifies that it has adopted and implemented a policy allowing parents or eligible students to decline to receive further information.

Requestor's Signature: _____

Date: _____

National Motto in the Classroom Act

TCA 49-6-2502.

- (a) Beginning in the 2018-2019 school year, an LEA shall require all schools within the LEA to display the national motto of the United States, "In God We Trust," in a prominent location in each school.
- (b) The display required in subsection (a) may take the form of, but is not limited to, a mounted plaque or student artwork.
- (c) For purposes of this section, "prominent location" means a school entry way, cafeteria, or common area where students are likely to see the national motto display.

Template:

National Motto of the United States of America

In God We Trust

Posted pursuant to T.C.A. 49-6-2502 *et seq.*