

How to Submit a Communications Notice in Epicenter

Overview

State charter schools are required to submit communications notices through [Epicenter](#), the SCSC's compliance and data management system, in accordance with the [School Communications Policy](#). This policy sets minimum standards for communication and notice requirements related to governance, personnel, financial, legal, and operational matters to promote a strong charter school-authorizer relationship.

Only assigned key personnel with active Epicenter accounts may submit communications notices.

Key personnel include the Highest-Level Administrator, School Leader/Principal, and Chief Financial Officer.

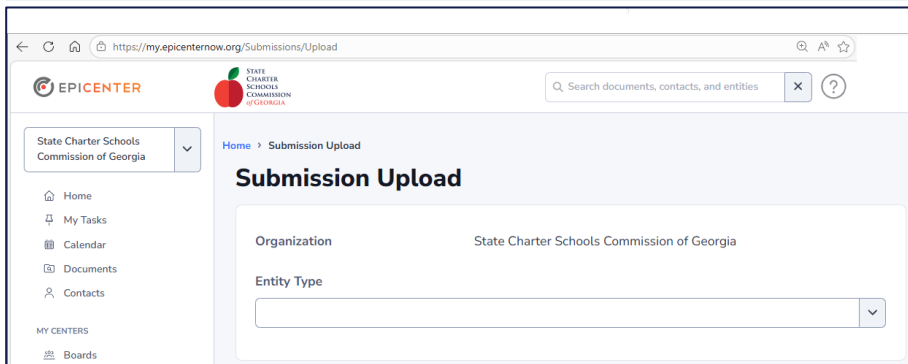
For the complete policy and FAQs, visit: [School Communications Policy, FAQ & Procedures](#)

1. Access the Submission Upload Page

Navigate directly to the **Epicenter submission upload page** using the link below:

<https://my.epicenternow.org/Submissions/Upload>

Bookmark this link for quick access in the future.



If you are not already logged in, you will be prompted to sign in before accessing the submission page.

2. Select Entity Type and Submission Type

On the Submission Upload page, configure the following fields:

1. **Entity Type:** Select "School" from the dropdown menu.
2. **Submission Type:** Scroll to the section labeled **t. Communications Notice** and select the notice type that applies. The available submission types are listed below.

TIP: Start typing a **Submission Type name** from the table below to populate matching options.

3. **Entities:** Select your school from the dropdown menu.

Available Submission Types

Submission Type	Applicable Policy Condition
Called Board Meeting Notice	Governing board meeting scheduled with less than 24 hours' notice (Article II, Section 3)
General Notice – Bylaws	Any amendment to the governing board's bylaws (Article II, Section 1)
General Notice – Education Service Provider (ESP)	Intent to enter any agreement or arrangement with the school's ESP, a subsidiary, or an affiliated entity not approved by the SCSC (Article II, Section 1)
General Notice – Financial	Debt, loan, or financing over \$10,000; board-approved budget amendments causing a deficit or shortfall; financial conditions impacting the school's ability to operate (Article II, Section 1)
General Notice – Governing Board Composition*	Appointment or resignation of a governing board member (Article II, Section 1)
General Notice – Key Personnel Change*	Hiring, resignation, or separation of a Highest-Level Administrator, School Leader/Principal, or Chief Financial Officer (Article II, Section 1)
General Notice – Legal/Litigation or Investigation	Legal complaints, litigation, administrative hearings, or investigations involving the school or board members (Article II, Section 1)
General Notice – School Calendar**	Establishment, adoption, or amendment of the school calendar (Article II, Section 1)
Immediate Notice	Circumstances requiring notification within 24 hours, including health/safety risks, program disruptions, school closures, and communication system outages (Article II, Section 2)

* Governing Board Composition and Key Personnel Change require an additional step beyond the initial submission. (See [page 3](#))

** Established school year calendars must be submitted by July 31 each year. Amendments to the school calendar must be submitted in accordance with the School Communications Policy timeline.

3. Review Instructions and Complete Your Submission

After selecting an Entity, the details and instructions will be displayed. This includes a description of the relevant policy conditions and guidance for completing your submission.

Complete all required fields in the Submission section and select Submit.

Submissions with Additional Steps

Governing Board Composition (Two-Step Process)

Step 1: Complete all required fields, including whether the change is an addition or removal, the effective date, and the board member's full name.

Step 2: Update your school's board roster directly in Epicenter. For step-by-step instructions on adding or removing a board member, visit the Epicenter support page: [Adding and Updating Board Members](#)

Both steps must be completed by the school to fulfill the communications notice requirement.

Key Personnel Change (Two-Step Process)

Step 1: Complete all required fields, including the individual's name, role, whether the change is an addition or removal, effective date, contact email, and phone number.

Step 2 (completed by SCSC staff): SCSC staff will update your school's staff roster directly in Epicenter and create an Epicenter account for the new user. The new key personnel member (if applicable) will be contacted directly when their account has been created.

The instructions on the submission page provide additional details on role assignments, including guidance on designating a current key personnel to assume a vacated role.

Questions & Support

For questions regarding the submission process:

Erica Acha-Morfaw, Communications Specialist, erica.achamorfaw@scsc.georgia.gov

For Epicenter platform questions or technical support:

Phone: (855) 889-1624 | Email: Support@EpicenterNow.org | [Support Request Form](#)