



**2017-18 Reporting Requirements at a Glance**

Please note that the forms referred to below are available on the Institute’s website at:  
[www.newyorkcharters.org/applications-admissions-materials/](http://www.newyorkcharters.org/applications-admissions-materials/)

	<b>Reporting Requirement:</b>	<b>Due Date:</b>
<input type="checkbox"/>	Admission Application and other materials shared with applicants	December 30, 2016 or before distribution of application whichever is earlier
<input type="checkbox"/>	Student Recruitment and Marketing Efforts Summary (First Year Operating Schools Only)	January 15, 2017
<input type="checkbox"/>	Application and Admission Summary, lottery winner correspondence and waitlisted student correspondence	May 1, 2017

Completed forms should be submitted no later than the close of business on the date listed below. Please submit completed forms via email to: [charters@suny.edu](mailto:charters@suny.edu).

**Admission Application**                      Due: December 30, 2016

To protect the open, non-discriminatory nature of the admissions processes of SUNY authorized charter schools, the Institute conducts a review of all admission applications. Please send the school’s Admission Application and related materials to the Institute preferably before it is distributed to potential applicants but no later than December 30, 2016. After reviewing the admission application, a member of the Institute’s staff may contact the school to request revisions.

Since a charter school may produce a variety of admission materials that are distributed to potential applicants during the recruitment process, please provide all materials the school intends to distribute as the Institute would like to review these documents for compliance with applicable law and regulations.

**Student Recruitment and Marketing Efforts Summary**                      Due: January 15, 2017

In order to support new SUNY authorized charter schools in meeting their enrollment targets, the Institute requires schools report on their student recruitment and school marketing efforts. New charter schools should indicate how they will communicate the availability of seats, as well as areas targeted by advertisements, by using the Student Recruitment and Marketing Efforts Summary form. Existing charter schools may wish to use this form as a template to document such efforts, as the Institute may request this information at a later time. All charter schools should maintain documentation of their recruitment and marketing efforts.

Should the Institute find that a charter school’s student recruitment and marketing efforts have been

insufficient, the Institute may suggest changes to the school's strategy.

Please download form at: [www.newyorkcharters.org/applications-admissions-materials/](http://www.newyorkcharters.org/applications-admissions-materials/).

### **Application and Admission Summary**

Due: May 1, 2017

The Application and Admission Summary will provide the Institute with important information regarding the extent to which members of your community are exercising the choice in public education afforded by your charter school. It is important that this form is completed correctly. Please refer to the following guidance when completing the form, or call the Institute should you have any questions.

In the column labeled "Available Seats for 2017-18," indicate the number of vacant seats per grade that the school intends to fill with applicants from the lottery.

In the column labeled "Number of Timely New Applications Received," indicate the number of new applications received for each grade. Only students who have not previously attended the school should be recorded as new applicants. Do not include the returning students in this column.

In the column headed "Total Number of Students on Waiting List," indicate the total number of students you are unable to enroll as of the date you complete the form. Please include in this column all students who participated in the lottery, as well as those who were previously on the waiting list, if applicable. Applications that were submitted to the school after the application period (submitted late) should not be included in this number. You may have a waiting list for some grades and not others. For those grades for which there is not a waiting list, place a "0" under this column.

In the column headed "Projected Fall Enrollment as of May 1, 2017," indicate the total anticipated enrollment of each grade based on returning students and new applicants accepted. This is not necessarily the chartered enrollment. Please do not use numbers that are not based on actual applications and returning students. If only 30 applications are received for an incoming class, do not put 50 as the projected number of students even if that is your chartered enrollment as those extra 20 students may not show up.

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The school should also submit a copy of the correspondence sent to those applicants who received a seat in the lottery as well as a copy of the correspondence sent to those applicants who were waitlisted.