



2018-19 Reporting Requirements at a Glance

Please note that the forms referred to below are available on the Institute’s website at:
<http://www.newyorkcharters.org/reporting-requirements/annual-summary-of-applications-and-admissions/>

	Reporting Requirement:	Due Date:
<input type="checkbox"/>	Admission Application and other materials shared with applicants	January 2, 2018 or before distribution of application whichever is earlier
<input type="checkbox"/>	Student Recruitment and Marketing Efforts Summary (First Year Operating Schools Only)	January 15, 2018
<input type="checkbox"/>	Application and Admission Summary, lottery winner correspondence, and waitlisted student correspondence	May 1, 2018

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.

Application and Admission Summary Due: May 1, 2018

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 “Chartered Enrollment for 2018-19,” the total approved chartered enrollment is pre-entered at the bottom of the column. Enter an allocation of the total approved chartered enrollment to each approved grade in the spaces provided. The sum of enrollment per grade should equal the total approved enrollment. Note: If the school does not agree with the pre-entered chartered enrollment or grades, please contact the Institute to discuss any discrepancies.

In the column labeled “Available Seats for 2018-19,” 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, 2018," 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.

Please download form at: www.newyorkcharters.org/applications-admissions-materials/.

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.

If you have any questions, please contact Kyra Lazzaro, Assistant Counsel for Legal Oversight at 518-445-4252.