**FACILITY REPORTING QUESTIONNAIRE**

***Directions***: Facilities reporting will now be done by site and through Epicenter. Through this questionnaire, the SUNY Charter Schools Institute will be collecting site names for each school within a charter school education corporations. Schools should use the site names they currently use internally not the legal name of the school or the education corporation. If a school only has one site, please still provide a site name. If a school changes sites or site names going forward, please update the Institute.

Please complete the following questionnaire for each school and submit to the Institute through Epicenter no later than **April 15, 2019**. Institute staff will review each submission and set personalized tasks for each site to complete by May 15, 2019.

|  |  |  |
| --- | --- | --- |
| Part 1 - Education Corporation Name: | | |
|  | | |
| Part 2 - School Name: | | |
|  | |
| Site 1 |
| Name of Site |  | |
| Current Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Any changes in Facility?\* |  | |
|  |
| Site 2 |
| Name of Site |  | |
| Current Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Any changes in Facility?\* |  | |
|  |
| Site 3 |
| Name of Site |  | |
| Current Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Any changes in Facility?\* |  | |
| \*If the Education Corporation is making any changes to any of its sites, please complete the information below. If no changes are being made, please disregard Part 3. | | |
| Part 3 - Changes in Facilities | | |
|  |
| Site 1 |
| Name of Site |  | |
| New Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Co-Location or Private Facility? |  | |
|  |
| Site 2 |
| Name of Site |  | |
| New Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Co-Location or Private Facility |  | |
|  |
| Site 3 |
| Name of Site |  | |
| New Address |  | |
| District or CSD |  | |
| Grades Served |  | |
| Co-Location or Private Facility |  | |
|  |