



Charter Schools Institute
The State University of New York

2024-25

APPLICATION FOR CHARTER RENEWAL

FOR CHARTER SCHOOLS AUTHORIZED BY
THE STATE UNIVERSITY OF NEW YORK BOARD OF TRUSTEES

SUNY AS A CHARTER AUTHORIZER

The New York Charter Schools Act of 1998 (the “Act”) designates the State University of New York Board of Trustees (“SUNY Trustees”) as one of two statewide chartering entities, or “authorizers,” along with the Board of Regents, each having authority to grant charters for the purpose of organizing charter school education corporations to operate one or more independent and autonomous public charter schools. SUNY is the largest charter school authorizer in New York State and the largest university based authorizer in the country.

The SUNY Trustees support diverse and innovative program design in the charter schools they authorize. The SUNY Trustees set a high bar of expectations for student achievement particularly for students most at risk of academic failure, but realize there is more than one way to meet that bar. Among the portfolio of SUNY authorized charter schools are: charters with a particular focus on English language learners (“ELLs”); charters implementing the International Baccalaureate Programme (“IBE”), including those offering an IBE diploma; schools offering Montessori programs; two charters devoted to providing a high quality educational program to high needs students with autism; a charter devoted to students who are or have been enrolled in the child welfare system, are homeless, or who have graduated from a failing middle school; a charter infusing the principles of sustainability throughout the curriculum; and, many more.

The SUNY Charter Schools Institute’s (the “Institute’s”) work in this regard is designed to support the SUNY Trustees’ commitment to the guiding principles of the Act: to establish charters that operate in an academically, fiscally, and legally sound manner and provide outstanding educational opportunities for all students especially those at risk of academic failure; and to oversee approved charters in a manner that respects their independence and autonomy while holding them accountable for student achievement results—including a commitment to close charters that have failed to live up to their promises. Through renewal, the Institute makes recommendations to the SUNY Trustees’ Charter Schools Committee (the “Committee”) on each charter’s renewal.

Positive results in the classroom affirm recognition of SUNY’s authorizing work. Results from the 2022-23 New York State tests for all public schools showed 81% of SUNY authorized charter schools outperformed their district of location on the mathematics assessment and 87% outperformed their district on the English language arts (“ELA”) assessment. In the Institute’s regression analysis of each charter school compared to demographically similar schools (comparable percentages of economically disadvantaged students) statewide, SUNY authorized charter schools consistently perform better than expected to a meaningful degree in both ELA and mathematics.

Since its inception, the Institute has been recognized on numerous occasions for the quality of its authorizing practices. The CfBT Education Trust and the World Bank featured SUNY’s authorizing practices in an online toolkit promoting public and private partnerships to support quality education. The toolkit, which includes a case study detailing SUNY’s charter approval process, strategies for oversight, and criteria to earn charter renewal, can be found at [the Education Development Trust website](#).

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ABOUT RENEWAL

The charter renewal process is central to the autonomy-for-accountability bargain that serves as the foundation for the Act and for the high standards and expectations of the SUNY Trustees. The SUNY Trustees do not automatically grant charter renewal. An education corporation must demonstrate it has earned the opportunity to serve students in an additional charter term. In order to make a compelling case for renewal, the education corporation must submit an Application for Charter Renewal presenting evidence of the education corporation's attainment of the State University of New York Charter Renewal Benchmarks (the "SUNY Renewal Benchmarks").¹

The SUNY Renewal Benchmarks, grounded in research from the Center for Urban Studies at Harvard University,² describe the elements in place at schools that are highly effective at filling gaps related to instructional quality and content knowledge in high need areas to produce strong academic performance. The SUNY Renewal Benchmarks detail the elements an effective school must have in place at the time of renewal.

Consistent with the Policies for the Renewal of Not-for-Profit Charter School Education Corporations and Charter Schools Authorized by the Board of Trustees of the State University of New York (the "SUNY Renewal Policies"),³ the Institute conducts renewal reviews near the end of each school's charter term. The Institute uses the following to inform the Institute's Renewal Recommendation to the SUNY Trustees:

- evidence collected during the renewal review process;
- student performance data throughout the current Accountability Period and from prior periods;
- information submitted by the charter; and,
- information from previous school evaluation visits.

The Committee votes to renew or not renew a charter. The Committee acts on behalf of the full SUNY Board of Trustees and the Committee's action is final. Education corporations may not appeal the Committee's decision.

For 2024-25, the Institute has updated the Application for Charter Renewal. Please be sure to review this application guidance closely. A few highlights include:

- Requests are now aligned with the Institute's New Charter Application Request for Proposals, so this is now in a familiar and similar format to the submissions your school submitted in its new charter application;
- There are additional submission requests to support the qualitative analysis of the school program, as well as to give schools the opportunity to highlight and share practices in areas such as at-risk programming, instructional leadership, and others; and,
- The guidance document is applicable to education corporations applying for renewal of one or more charters.

Note About COVID-19 School Closure Period

The SUNY Trustees will rely on credible state exam results available during the Accountability Period for the purposes of analyzing attainment of Accountability Plan goals.

1. Version 5.0, May 2012, available on the [Institute's website](#).

2. An extensive body of research, including a [report from Harvard](#) and a [report from the United States General Accounting Office](#), identifying and confirming the correlates of effective schools exists dating back four decades.

3. [The SUNY Renewal Policies](#) are available on the [Institutes website](#).

RENEWAL TIMELINE

The table below outlines the timeline for renewal. In some cases, the Institute will request a spring renewal timeline for charters due for renewal in the following school year. The Institute recognizes a need for adjusted timelines. If a school wishes to request an adjusted renewal timeline, please [contact](#) the Institute’s Chief Counsel, Managing Director of School Evaluation, and Program Analyst as soon as possible.

The Institute reviews requests on a case by case basis.

If the Institute requests a spring timeline for your charter, then it strives to notify each charter by the October before the spring application deadline.

Phase	Description	Approximate Timeline Fall	Approximate Timeline Spring
Submission of the Application for Charter Renewal	A charter school education corporation submits its Application for Charter Renewal to the Institute.	August 15, 5:00 PM	February 15, 5:00 PM
Notice and Opportunity for Comment	Pursuant to the Act, within 30 days of receipt of an Application for Charter Renewal, the Institute notifies the district of location in addition to public and private schools in the same geographic area about receipt of the application, states when the SUNY Trustees may act on the application, and declares the district’s obligation to hold a public hearing within 30 days of the notice. The Institute also posts the notices on its website and invites written comments from the public. The local school district is required to organize and hold the hearing. The Institute does not have involvement in the planning or organization of these hearings, but if you have any questions or concerns, please reach out. The failure of a school district to hold a hearing will not prevent the issuance of a renewal decision or charter.	August – October	February – April
Application Review	The Institute reviews the application as well as the existing data and records collected over the life of the charter.	August – November	February – May
Request for Amendment Process	The Institute may ask for amendments to parts of the application, some of which may be required by statute.	August – April	February – July
Renewal Visit	The Institute typically conducts a site visit during which it observes instruction, conducts interviews with school level and network level staff members, where applicable, and reviews documentary evidence. The Institute typically conducts an interview of the education corporation’s board of trustees during the visit.	September – December	March – June

Phase	Description	Approximate Timeline Fall	Approximate Timeline Spring
DRAFT Preliminary Renewal Recommendation Report	<p>Based on the totality of information and evidence collected over the course of the charter term, including the renewal application, the Institute produces a draft report of its findings which contains a preliminary renewal recommendation.</p> <p>The Institute shares the draft report with the education corporation and invites factual corrections to ensure accuracy. If the Institute makes a preliminary recommendation of non-renewal, the education corporation will have an opportunity to provide written comments and the opportunity for a hearing to present evidence in opposition to the recommendation.</p>	October – February	April – July
Final Renewal Recommendation Report	<p>The Institute prepares its final recommendation report for the Committee and provides the final report to the Committee and the education corporation.</p> <p>The education corporation must distribute the final Institute report to the charter community.</p> <p>Where the Institute’s renewal report recommends non-renewal, the education corporation may petition the Committee for an opportunity to oppose the recommendation.</p>	December – March	June – September
Action of the Charter Schools Committee	The Committee votes to renew or not renew a charter. The Committee acts on behalf of the full SUNY Board of Trustees and the Committee’s action is final. Education corporations may not appeal the Committee’s decision.	Ongoing during the current school year	Fall of the following school year
Action of the Board of Regents	<p>The Institute sends a proposed renewal charter, which includes the renewal application, to the Board of Regents for action (approval or return to the SUNY Trustees for further consideration). The Board of Regents has 90 days to review the proposed renewal charter.</p> <p>If the Board of Regents takes no action on the proposed renewal charter, the renewal becomes effective by operation of law.</p> <p>If the Board of Regents returns the proposed renewal charter, the Committee, on behalf of the SUNY Trustees, may either resubmit the proposed charter (with or without modification) or abandon the proposed charter. The education corporation must agree to any modification in writing.</p> <p>If the Committee resubmits the proposed renewal charter, the Board of Regents has 30 days to act. If the Board of Regents does not vote to approve the resubmitted renewal charter, the charter will be deemed approved and issued by operation of law.</p> <p>If the Institute recommends the Committee abandon the proposed renewal charter, the education corporation will be permitted to petition the Committee for an opportunity to oppose the recommendation.</p>	Within 90 days of the submission by the Institute	Within 90 days of the submission by the Institute

RENEWAL OVERVIEW

RENEWAL OUTCOMES

For a full explanation of the types of renewal outcomes, carefully review the [SUNY Renewal Policies](#).

Initial Renewal

The SUNY Renewal Policies define three potential outcomes for schools coming to renewal for the first time: Full-Term Renewal (five years); Short-Term Renewal (typically three years); or, Non-Renewal.

Subsequent Renewal

The SUNY Renewal Policies define two potential outcomes for schools that have already been renewed at least one time: Full-Term Renewal (five years) or Non-Renewal (closure). The SUNY Renewal Policies do not provide a Short-Term Renewal outcome for charters in subsequent charter terms.

RENEWAL FINDINGS

In addition to making a recommendation based on a determination of whether the charter has met the SUNY Trustees' specific renewal criteria, the Institute must make the following findings required by the Act:

- the charter, as described in the Application for Charter Renewal, meets the requirements of the Act and all other applicable laws, rules, and regulations;
- the education corporation can demonstrate the ability to operate the charter in an educationally and fiscally sound manner in the next charter term; and,
- granting another charter term is likely to improve student learning and achievement and materially further the purposes of the Act.⁴

RENEWAL RECOMMENDATIONS

The Institute makes renewal recommendations based on a variety of evidence gathered and analyzed over the course of a charter term. This evidence includes a charter's Application for Charter Renewal and record in meeting or coming close to meeting its Accountability Plan goals. The Qualitative Education Benchmarks guide the assessment of strength and effectiveness of the academic program that was in place during on-site evaluation visits conducted throughout the charter term.

The Institute uses the following four interconnected questions to frame its renewal reviews and to assess the charter's case for renewal:

- 1) Is the charter an academic success?
- 2) Is the charter an effective, viable organization?
- 3) Is the education corporation fiscally sound?
- 4) If the SUNY Trustees renew the education corporation's authority to operate the charter, are its plans for the charter reasonable, feasible, and achievable?

For additional information regarding the renewal criteria for SUNY authorized charter schools, please refer to the SUNY Renewal Policies.

4. See New York Education Law § 2852(2).

HOW TO ADDRESS FUTURE PLANS IN THE RENEWAL APPLICATION

While the Institute asks applicants to identify and discuss future plans, charters must demonstrate success against the SUNY Renewal Benchmarks and Accountability Plan goals in the current term, and no school's future plans alone are sufficient to earn renewal. That said, in cases where an education corporation requests to make significant changes to elements of its program, the education corporation must provide full documentation and detail to explain and justify the rationale for such changes. Examples of significant changes include, but are not limited to, offering new grades or program levels (e.g. adding a middle school program), expanding enrollment, moving locations, shifting elements of the school's key design elements, switching from a management company structure to self-management, etc.

OPTING TO NOT APPLY FOR RENEWAL

Any school facing renewal should weigh carefully whether it has the track record of success necessary to meet the criteria for renewal. Prior to submitting an application, the board should review the SUNY Renewal Policies, examine data analyses and other reports provided by charter leadership, and review communications from the Institute regarding the charter's performance against its Accountability Plan goals. If upon consideration of these factors, the board finds that the school does not meet the requirements for renewal, the Institute strongly suggests that the board consider not submitting an application for charter renewal. Should the board decide against applying for renewal, the charter would continue to operate for the final year of the charter term while the education corporation, with the assistance of the Institute, begins wind down procedures for the charter to close at the end of the school year. For more information about this process, please contact the Institute's Chief Counsel.

RENEWAL APPLICATION SUBMISSIONS

SUBMITTING AND FORMATTING APPLICATIONS

An education corporation must submit all required information for each submission.

Submitting Materials to the Institute

Schools must upload digital files to Epicenter, the online system the Institute uses for document management.

Document Formatting

- School(s) must use the electronic file conventions included in the Renewal Application.
- Each submitted file should include a heading on the first page indicating the request and number the response pertains to (e.g., "R01a- Executive Summary").
- Responses should include page numbers at the bottom of the page.
- The Institute does not have specific text formatting requirements. The Institute recommends but does not require an 11 or 12-point sans-serif font (e.g., Calibri, Arial, etc.).
- **NOTE:** For requests containing templates provided on the Institute's website, such as the budget template, applicants must use the most current version available on the website as of the Renewal year. The Institute will not accept submissions using outdated templates.

File Structure

- The Institute will assign applicants all relevant requests in Epicenter. Applicants must organize files as follows:
 - For each response, use the file type indicated in the Electronic File Conventions table. Acceptable electronic formats for the files are MS Word®, MS Excel®, or Adobe Acrobat®.
 - Ensure all files do not have track changes prior to submission.
 - Please optimize scanned Adobe Acrobat® files to minimize the file size.

Requests With No Submission

For any request in Epicenter an education corporation is not submitting a file, indicate in the narrative section “not applicable” and submit.

Pre-Visit Documentation

In addition to the submissions outlined here, each education corporation will submit additional documents before the site visit. The due date is typically three to four weeks before the visit. An additional entry, which is optional, is set for each charter with a deadline of December 31 to allow education corporations to submit any further information in regard to Renewal including data corrections and other documentation.

INCORPORATING BY REFERENCE

If there are no material changes to the requests, applicants may respond to some requests by incorporating by reference the applicable documents on file at the Institute. The Application Checklist indicates required requests that cannot be incorporated by reference.

Documents to be incorporated by reference must have been submitted to the Institute as part of original, merger, renewal, or revision application. Any documents submitted to the Institute prior to the 2019-20 school year in original form may not be incorporated by reference.

MULTI-SCHOOL RENEWAL APPLICATIONS

The ‘Electronic File Conventions’ table below includes an additional column for education corporations applying for renewal of authority to operate more than one charter in a given year. For most submissions, the Institute requires only one document for submission. If noted in the “Multi-School Notes” column “One item per charter,” then the education corporation must complete one file per charter it is applying for renewal. If there is no note in the column, then only submit one file. The Institute asks the submission document indicates any unique model elements at any charter that may be different from uniform practices across the education corporation. For example, if some schools offer self-contained special education settings, please indicate those charters in the Specific Populations Request 8.

ELECTRONIC FILE CONVENTIONS

Request	Submission Title	Multi-School Notes	File Type
Transmittal Form	R-00a – Transmittal Form		Adobe Acrobat®
Statistical Overview	R-00b – Statistical Overview		MS Excel®
Application Checklist	R-00c – Renewal Application Checklist		MS Excel®
1	R-01a – Executive Summary		MS Word®
2	R-02a – Mission		MS Word®
	R-02b – Key Design Elements		MS Word®
3	This request is not applicable for renewal (“n/a”)		
4	R-04a – Enrollment and Retention Plan		MS Word®
	R-04b – Caretaker/Family Satisfaction Analysis		MS Word® and/or MS Excel®
5	R-05a – Proposed Enrollment Chart	One item per charter	MS Word®
	R-05b – Admissions/Enrollment Policy		MS Word®
6	R-06a – Curriculum and Instruction		MS Word®
	R-06b – Accountability Plan	One item per charter	MS Word®
7	R-07a – School Calendar		MS Word®
	R-07b – Schedule		MS Word® or MS Excel®
8	R-08a – Specific Populations		MS Word®
	R-08b – Section 504 Policies		MS Word®
9	R-09a – Instructional Leadership		MS Word®
10	R-10a – Student/Family Handbook		MS Word®
	R-10b – Culture and Discipline		MS Word®
	R-10c – Discipline Policy		MS Word®
	R-10d – Special Education Discipline Policy		MS Word®
	R-10e – Dress Code		MS Word®
	R-10f – FERPA Policy		MS Word®
	R-10g – FOIL Documents		MS Word®
	R-10h – Health Services Policy		MS Word®
	R-10i – Promotion and Graduation Policy		MS Word®
11	R-11a – School Management and Leadership		MS Word®
	R-11b – Management Contract (if applicable)		MS Word® or Adobe Acrobat®
12	R-12a – Staffing Plan	One item per charter	MS Word®
	R-12b – Teacher Certification Processes		MS Word®
	R-12c – Personnel Policies		MS Word®
	R-12d – Collective Bargaining Agreement (if applicable)		MS Word® or Adobe Acrobat®

Note: The Institute does not provide specific guidance on file naming because Epicenter renames the file once uploaded.

ELECTRONIC FILE CONVENTIONS

Request	Submission Title	Multi-School Notes	File Type
13	R-13a – Partner Organizations		MS Word®
14	R-14a – Board Structure		MS Word®
	R-14b – Board Biographies		MS Word®
	R-14c – Bylaws		MS Word®
	R-14d – Code of Ethics and Conflict of Interest Policy		MS Word®
	R-14e – Complaint Policy		MS Word®
	R-14f – Assurances		Adobe Acrobat®
	R-14g – Strategic Plan		MS Word®
15	R-15a – District Relations		MS Word®
16	R-16a – Facility Plan		MS Word®
17	N/A		
18	N/A		
19	N/A		
20	N/A		
21	R-21a – Fiscal Plan		MS Word®
	R-21b – Fiscal Policies and Procedures Manual		MS Word® or Adobe Acrobat®
	R-21c – Proof of Dissolution Fund		MS Word® or Adobe Acrobat®
	R-21d – Budget Projection	One item per charter	MS Excel®
	R-21e – Supplemental Financial Information		MS Word®
22	N/A		
23	R-23a – Supplemental Information		MS Word®
Revision Request	Revision Request Please review the last page in the Application for specific information to include if the school is requesting expansion of grades served		

APPLICATION FOR CHARTER RENEWAL

R-00A: TRANSMITTAL FORM

Provide a complete and signed Transmittal Form. The Institute accepts valid digital signatures or physically signed scanned copy. The [Transmittal Form](#) is available on the Institute's website.

Multi-schools: The Transmittal Form should include a list of all charters under renewal review on page two of the form.

What to submit:

- Submit the completed electronic copy of the Transmittal Form as an Adobe Acrobat® file.
-

R-00B: STATISTICAL OVERVIEW

Provide a completed Statistical Overview. The Institute will provide the charter(s) a pre-populated Statistical Overview (based on BEDS Day data) for the education corporation to review and provide edits/comments and resubmit. The pre-populated template will be available through Epicenter. The Statistical Overview requires charters to review information regarding:

- Enrollment: including students with disabilities, ELLs, and economically disadvantaged students;
- Retention: including number of students eligible to return from the previous academic year and the number of those students who returned; and,
- Discipline data.

Multi-schools: the statistical overview must include data for each charter in the education corporation in addition to the charter(s) under renewal consideration regardless of whether or not all charters are under renewal review.

What to submit:

- Submit the completed electronic copy of the Statistical Overview as a MS Excel® file.
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R-00C: RENEWAL APPLICATION CHECKLIST

Complete the [Checklist](#) found on the Institute's website. Carefully complete each column per the instructions below.

Column A

For each relevant Request, place an X in the 'yes' column if the submission is incorporated by reference or an X in the 'no' column if you are not incorporating by reference.

Documents to be incorporated by reference must have been submitted since 2019-20 and approved by SUNY. Only incorporate documents that have been part of original, merger, renewal, or revision application.

Fill out Columns B and C only if the answer in Column A was 'Yes'.

Column B

If there is only one charter in the education corporation, place an X under 'N/A.' If the incorporated information applies to all charters in the education corporation (effectively revising the terms of operation of the existing charters), place an X under 'All Charters.' If the response applies only to the renewal charter and not to other charters in the education corporation, place an X under 'Renewal Charter'.

Column C

Provide the name, title, filename, year, and source of materials that you are incorporating. For example, if the education corporation were to choose to incorporate by reference the mission statement from a recent renewal application, the corresponding information in this column should read, "Exhibit A-Mission, Renewal Application 2022."

Applications do not need to note non-material revisions, but a best practice would be to draft those changes into the response and indicate that it would be applicable to the entire charter school education corporation.

What to submit:

- Submit the completed electronic copy of the Application Checklist as a MS Excel® file.

REQUEST 1: R-01A: EXECUTIVE SUMMARY

As the Application for Charter Renewal looks both backward and forward in time, the Executive Summary should articulate how and to what extent the vision, design, and implementation of the charter's current program has proven effective in improving student achievement, and what changes, if any, the education corporation envisions if the SUNY Trustees renew the charter.

Provide the education corporation's story of the current charter term. The Institute puts more weight on a discussion of the processes that the education corporation took to remedy specific leadership, organizational, or programmatic deficiencies, rather than focusing only on effective program components. Such a discussion shows the resilience and depth of the organization and its capacity to address challenges. The description would further benefit from an explicit link between the organizational issues and student performance before the education corporation undertook corrective action and the resulting change in performance.

This section should cover the charter's record of improving student learning and achievement and all aspects of the education corporation's operation (e.g., governance, financial stability, plans for the next charter term).

Include a section to highlight noteworthy information about the school(s) during its/their current charter term. These can include activities, awards, or events that are superlative and unique to the school. Some examples include championships in sports, debate, and chess; national recognition for a program (e.g. National Blue Ribbon); events in the news, etc.

Please limit the response to no more (or under) 15 pages.

Multi-schools: Format this submission with an overall executive summary of the education corporation followed by a school-by-school analysis of success and any future plans.

What to submit:

- Submit the completed electronic copy of the Executive Summary as a MS Word® file.

REQUEST 2: MISSION AND KEY DESIGN ELEMENTS

R-02A: MISSION STATEMENT

Provide the mission statement for the next charter term.

If the mission differs from the current charter term’s mission statement, include any explanation for the changes.

R-02B: KEY DESIGN ELEMENTS

Provide a clear and concise overview of the education corporation’s key design elements. The elements are those that collectively constitute the essential design features of the program.

What to submit:

- Submit the completed electronic copy of the Mission Statement as a MS Word® file.
- Submit the completed electronic copy of the Key Design Elements as a MS Word® file.

REQUEST 3: NOT APPLICABLE FOR RENEWAL

REQUEST 4: ENROLLMENT TARGETS AND FAMILY SATISFACTION

R-04A: ENROLLMENT AND RETENTION PLAN⁵

In this submission, please provide an analysis of the education corporation’s progress toward meeting its enrollment and retention targets. If the education corporation does not meet its targets for any subgroup, provide an explanation about why and how the education corporation will work to make progress toward meeting the goal in any future charter term.

The education corporation must include a plan for the school(s) to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the Free and Reduced Price Lunch (“FRPL”) program. Please see the New York State Education Department’s [enrollment and retention target calculator](#) to find its specific targets.

For meeting **enrollment targets**, indicate the recruitment strategies the charter will or currently employs to attract students including, but not limited to:

5. According to Education Law § 2851(4), all charters submitting renewal applications after January 1, 2011 must include in the application the efforts it will put in place to meet or exceed enrollment and retention targets for the sub-populations as prescribed by the SUNY Trustees and based on the enrollment and retention figures of the selected populations attending public schools within the school district in which the charter school is located, or in New York City, the Community School District. Repeated failure to meet such targets is grounds for charter revocation per Education Law § 2855(1)(e).

- with respect to each category of students, specifically describe how the charter will target an identified population in the charter’s outreach efforts;
- outreach to caretakers/families in the community for whom English is not their primary language, including language(s);
- outreach to caretakers/families of students with disabilities;
- outreach to caretakers/families of students who would qualify for the FRPL program;
- any at-risk admissions factors or set-asides (sometimes collectively referred to as “admissions priorities”) the charter intends to offer that would increase the likelihood of enrolling targeted students;
- personnel responsible for overseeing the education corporation’s marketing and outreach efforts; and,
- methods for evaluating the efficacy of the education corporation’s recruitment and enrollment efforts in each category during the charter term.

For meeting **retention targets**, indicate retention strategies or specific programmatic elements at the education corporation that will assist in retaining the three target populations including, but not limited to:

- the education corporation’s general strategy for retaining students in each subpopulation;
- the specific programmatic elements at the charter that will provide services to, and will assist in, retaining the three target populations; and,
- personnel responsible for monitoring and overseeing the education corporation’s retention efforts, the performance of students in the three populations, and the means by which such personnel will record and/or preserve their retention activities.

R-04B: CARETAKER/FAMILY SATISFACTION ANALYSIS

Provide caretaker/family survey results or other verifiable data that attest to caretaker/family satisfaction with the program. The charter must demonstrate it administered the surveys and interpreted results using generally accepted evaluation methods (including method of administration, time of year, and response rate). **If the family participation rate is under 70%, include additional evidence of how the charter collects feedback and satisfaction information from its caretakers/families.**

If the charter self-administers a survey, include a copy of or link to the survey administered as well as the raw results by question.

- New York City: For charters that participate in the NYCDOE Family Satisfaction Survey, charters may submit an analysis or brief narrative of the results. The Institute will access the results via the NYCDOE Survey website.

Multi-schools: Provide the narrative in one submission, and make any specific notes by charter, as applicable. For example, if one school’s response rate is significantly lower than other response rates, provide an explanation. If the education corporation conducts a self-created survey, please submit one Excel file with tabs for each charter’s results. Note that the Institute reports out results by charter and not in the aggregate for the education corporation.

What to submit:

- Provide the completed electronic copy of the Enrollment and Retention Plan as a MS Word® file.
 - Provide the completed electronic copy of the Parent Satisfaction Survey as a MS Word® file. If you are submitting an education corporation-created survey, include the results as a MS Excel® file.
-

REQUEST 5: ENROLLMENT

R-05A: PROPOSED ENROLLMENT CHART

Provide the proposed enrollment in chart form using Tab 2 of the [Five-Year Budget Projection Template](#). Ensure that the chart accurately reflects the education corporation’s proposed Chartered Enrollment for the next term, if approved.

The chart should reflect any anticipated attrition over the charter term. The enrollment chart must only cover the number of years for which the charter is seeking renewal. If the charter will serve Kindergarten during its renewal term, please indicate the date by which a child must reach age five in order to be eligible to attend the charter (e.g., December 1). **Do not include pre-Kindergarten enrollment numbers on the chart.**

Multi-schools: Submit one submission per charter.

R-05B: ADMISSIONS/ENROLLMENT POLICY

Provide the education corporation’s admissions and enrollment policy including any specific lottery preferences the school currently has or any it will propose in the future charter term, if renewed. For charters that serve a unique population, clearly explain the target population of students. For example, a school focused on serving over age, under credited high school students should provide an explanation of specific characteristics of the student profile.

What to submit:

- Submit the completed electronic copy of the Proposed Enrollment as a MS Word® file.
 - Submit the completed electronic copy of the Admissions/Enrollment Policy as a MS Word® file.
-

REQUEST 6: ACADEMIC PROGRAM

R-06A: CURRICULUM AND INSTRUCTION

Summarize the education corporation’s curriculum and instruction including:

- The curricular programs used for the core content areas (ELA, mathematics, science, and social studies). For high schools, please include a course sequence and credits awarded for course completion that would lead to graduation. Include the types of diploma the program will award.
- If the education corporation changed curricular programs over the current charter term, provide an explanation for the process it undertook to change and what factors were important in selecting a new program.
- Provide an overview of the curricular materials the education corporation provides teachers to support with planning.
- Provide a brief overview of the assessment system the education corporation uses. Describe the diagnostic, formative, and summative assessments the education corporation uses.

- Describe the key features of the education corporation’s approach to instruction/pedagogy, and how that approach aligns with the curricular and assessment systems.

R-06B: ACCOUNTABILITY PLAN

The education corporation must develop a draft Accountability Plan for the proposed charter term, including any measures that may apply to grade levels included in proposed program expansions. Note that the plan must be consistent with the current edition of the Institute’s Guidelines for the Creation of an Accountability Plan, and the Institute’s framework for analysis of nationally normed standardized assessments, both available on the [Institute’s website](#).

Multi-schools: Submit one Accountability Plan per charter.

What to submit:

- Submit the completed electronic copy of the Curriculum and Instruction as a MS Word® file.
 - Submit the completed electronic copy of the Accountability Plan as a MS Word® file.
-

REQUEST 7: CALENDAR AND SCHEDULE

R-07A: SCHOOL CALENDAR

Provide a copy of the school’s proposed calendar for its first year of the next charter term that clearly articulates the following, and which demonstrates compliance with New York State requirements for minimum instructional hours, which all schools must provide:

- Total number of days of instruction for the school year including whole and half days;
- Total number of hours of instruction for the school year including and not including additional instructional time outside school hours such as tutoring;
- First and last day of classes;
- Organization of the school year (i.e., semesters, trimesters, quarters, etc.);
- All planned holidays and other days off, as well as planned half days; and,
- Dates for summer school, orientation, and other activities outside of the core academic calendar, if planned.
- Provide a narrative to explain any aspects of the calendar that are not evident on the calendar or where further explanation is necessary.

R-07B: SCHOOL SCHEDULE

Provide a daily schedule that clearly details the ***total hours of instruction for the first year of the new charter term*** the charter will provide and in what subjects. Where different grades have different schedules, provide all such schedules. If the charter includes any high school grades, it must submit a schedule that permits the Institute to determine if the charter will provide the number of instructional units each year as required by the New York Education Commissioner’s Regulations to award a diploma. This can be a sample as the Institute recognizes that the completed school day schedule may not be complete by the Renewal Application deadline.

- **Note:** The Institute will request a detailed daily class schedule closer to the visit date to help with visit scheduling and classroom observations.

What to submit:

- Submit the completed electronic copy of the charter Calendar as a MS Word® file.
 - Submit the completed electronic copy of the charter Schedule as a MS Word® or MS Excel® file.
-

REQUEST 8: SPECIFIC POPULATIONS

R-08A: SPECIFIC POPULATIONS PROGRAMMING

Describe how the education corporation serves specific populations, which include students struggling academically, students with disabilities, ELLs, and gifted and talented students. Provide a general overview of how the education corporation identifies each subgroup. Describe the programs offered to support each subgroup including any specific curricular programs and the services for special education the education corporation offers.

Multi-schools: Indicate if any charter provides unique or different programming from other charters in the education corporation for any of the specific populations listed above.

R-08B: SECTION 504 POLICIES

Provide a copy of the 504 Policy includes:

- Identification, evaluation, and reevaluation procedures;
- Placement procedures;
- Formation of a 504 team;
- Designation of a responsible employee to coordinate 504 efforts; and,
- A system of procedural safeguards for parents including notice, records review, hearing, appeal, and prompt and equitable complaint resolution in compliance with federal regulations (34 C.F.R. § 104 et seq.).

What to submit:

- Submit the completed electronic copy of the Specific Populations Programming as a MS Word® file.
 - Submit the completed electronic copy of the Section 504 Policies as a MS Word® file.
-

REQUEST 9: R-09A: INSTRUCTIONAL LEADERSHIP

Submit a response that describes the education corporation's systems and structures for instructional leadership including:

- the specific structures and personnel that the education corporation has in place to supervise, support, and coach teachers;
- the approach to ongoing individual teacher supervision and support;

- the overall structure and approach to professional development for teachers; and,
- the teacher evaluation process.

Multi-schools: Indicate if any charter has a unique instructional leadership structure that differs from the general model. For example, if CMO staff members serve as interim principal, give an explanation about how they manage network-level work and serving as a principal, as well as the organization's process for filling the position.

What to submit:

- Submit the completed electronic copy of the Instructional Leadership as a MS Word® file.
-

REQUEST 10: STUDENT POLICIES

R-10A: STUDENT/FAMILY HANDBOOK

Submit a complete Family and/or Student Handbook (from the most recent academic year) or similarly comprehensive document.

R-10B: CULTURE AND DISCIPLINE

Explain how the education corporation establishes and maintains a culture that supports learning and achievement including:

- the general approach to school culture as well as the rationale for this approach;
- any specific programs and methods the school(s) use to support social and emotional development for students;
- any specific programs and methods the school uses to support teachers and other staff members in creating and sustaining an equitable school culture and the rationale for their selections; and,
- how the education corporation maintains a safe and orderly environment.

R-10C: DISCIPLINE POLICY

Provide the school's discipline policy for general education students. The policy must:

- Clearly specify (i) the substantive acts for which a child may be disciplined; (ii) the consequences resulting from committing each such act; (iii) the due process procedures the education corporation will follow in applying its disciplinary policy (in accordance with federal law); and, (iv) the individuals responsible for carrying out the discipline policy and any appeals;
- Explain the procedures for providing alternative instruction to students who are suspended or expelled (whether in-school or out-of-school) in full compliance with state requirements;
- Include specific methods that comply with the federal Gun Free Schools Act, including reference to mandatory penalties required by the law; and,
- Set forth the 14th Amendment due process protections for both short-term suspension of 10 or fewer days and longer term suspensions of greater than 10 days based on U.S. Supreme Court case law (*Goss v. Lopez*, 419 U.S. 565 (1975)).

R-10D: SPECIAL EDUCATION DISCIPLINE POLICY

Provide the school's discipline policy for students with disabilities with assurances that it is in conformity with the federal Individuals with Disabilities Education Act ("IDEA") and regulations. The policy should address topics such as the discipline of students who have a behavioral intervention plan ("BIP") in their Individualized Education Program ("IEP") and detail how classroom teachers would be knowledgeable about such plans.

R-10E: DRESS CODE

If the education corporation implements a dress code policy, provide the policy and the rationale for its selection. Include a description of if and how the education corporation subsidizes the cost of uniforms for caretakers/families unable to afford them.

R-10F: FERPA POLICY

Provide the Family Educational Rights and Privacy Act ("FERPA") policies, annual notices, and sample waiver form for directory. See the [Confidentiality of Student Records Guidance](#) for more information.

R-10G: FOIL DOCUMENTS

Please submit the education corporation's Freedom of Information Law ("FOIL") policy, FOIL notice, and a link to the FOIL subject matter list on the education corporation's website. For more information on what is required to be included in each of the documents, please see the Institute's [FOIL Guidance](#) for more information.

R-10H: HEALTH SERVICES POLICY

Provide the Health Services Policy including the provision of nursing services, medical space and equipment provided, procedures for proper collection and storage of immunization and medical records, immunization records checks, and procedures for provision of medication to students who require it within applicable law.

R-10I: PROMOTION AND GRADUATION POLICY

Explain the education corporation's policies for promoting students from one grade to the next including specific descriptions of the academic and nonacademic criteria the education corporation will consider in making promotion decisions including early promotion. Address when and how the education corporation will inform students and parents about promotion and graduation policies and decisions.

High schools should also include the following information for the education corporation's graduation policies:

- Describe the types of diplomas the school(s) offers along with the credit and other requirements for each in accordance with [NYSED guidance](#);
- Include any Career and Technical Education ("CTE") courses offered and any certifications the school(s) offer(s) students;
- Explain how students meet the requirements set forth by New York State for the granting of each relevant type of diploma; and,
- Include a description of any additional specific graduation requirements and the rationale for their selection.

What to submit:

- Submit the completed electronic copy of the Student/Family Handbook as a MS Word® file.
- Submit the completed electronic copy of the Culture and Discipline as a MS Word® file.
- Submit the completed electronic copy of the Discipline Policy as a MS Word® file.
- Submit the completed electronic copy of the Special Education Discipline Policy as a MS Word® file.
- Submit the completed electronic copy of the Dress Code as a MS Word® file.
- Submit the completed electronic copy of the FERPA Policy as a MS Word® file.
- Submit the completed electronic copy of the FOIL Documents as a MS Word® file.
- Submit the completed electronic copy of the Health Services Policy as a MS Word® file.
- Submit the completed electronic copy of the Student Retention/Promotion Policy as a MS Word® file.

REQUEST 11: MANAGEMENT

REQUEST 11: R-11A: SCHOOL MANAGEMENT AND LEADERSHIP

Include a narrative explaining the lines of reporting and, if applicable, the roles of any management or partner organizations. Include the following in the submission:

- Describe the management practices and procedures (e.g., how the education corporation sets priorities and makes key organizational decisions);
- Describe how the education corporation is building a teacher and leader pipeline;
- Describe how the education corporation approaches succession planning;
- Outline the evaluation procedures for staff members in management positions; and,
- Describe the functions of operations and include how operations supports instructional leaders to ensure operational success of the school(s).

R-11B: MANAGEMENT CONTRACT (IF APPLICABLE)

If an education corporation contracts or plans to contract with an Educational Service Provider (“ESP”) or Charter Management Organization (“CMO”) at any time during the next charter term, provide a copy of the current management contract. The contract needs to include the fee rate and scope of services that the ESP/CMO will provide. If the education corporation has not yet negotiated the contract, provide an explanation in the narrative portion of the charter’s response along with a timetable for when the education corporation will complete that process. Such timetable must, in all instances, allow sufficient time for the Institute to review the completed contract prior to the time that the Institute must make its recommendation on the renewal application. If the education corporation has the authority to operate multiple charters, the management contract covers all such charters, and the Institute has already reviewed the management contract, then the education corporation need to only provide the amended terms to cover the term of the proposed charter term under the renewal application.

If the education corporation plans to or currently engages in a shared services agreement with another not-for-profit corporation or not-for-profit education corporation, please include a copy of the agreement.

What to submit:

- Submit the completed electronic copy of the School Management and Leadership as a MS Word® file.
 - Submit the completed electronic copy of the Management Contract as a MS Word® or Adobe Acrobat® file.
-

REQUEST 12: PERSONNEL

R-12A: STAFFING PLAN

The staffing plan must include ***an organizational chart, a narrative, and a copy of the Staffing Chart*** (available on Tab 3 of the [Five-Year Budget Projection template](#)). The annotated organizational chart should depict who will carry out the key educational and supporting administrative functions during the next charter term. The accompanying narrative must describe the key educational staff positions for each year of the proposed charter. The Staffing Chart template will automatically fill in the Five-Year Budget Projection and calculate personnel costs based on average salaries for each category. To ensure accuracy of budget projections, confirm that all staff members reflected in the organizational chart are included in Tab 3 of the budget template. Copy the staffing plan from Tab 3 of the Five-Year Budget Projection to submit with the proposed staffing plan.

For organizations that have a shared services model where a common group of staff members are paid from some/all of each charter’s budget, include an explanation of the staffing and payment structure in this Request. Ensure the shared services staff member organizational chart is included in addition to each school’s organizational chart.

Multi-schools: Submit one document per charter.

R-12B: TEACHER CERTIFICATION PROCESSES

Submit a narrative that explains how the education corporation approaches hiring qualified teachers including any methods to get uncertified teachers on a path to gaining certification. Include how the education corporation monitors certification status and supports teachers to ensure the education corporation remains compliant with the Act. Include any higher education or external partnerships that the education corporation maintains to support teachers gaining, maintaining, or extending certification.

R-12C: PERSONNEL POLICIES

Submit a copy of the education corporation’s personnel policies. The policies should include Act requirements for personnel such as fingerprint supported criminal background checks and receipt of the Code of Ethics, Conflict of Interest Policy (if separate), Whistleblower Policy, FERPA/Confidentiality Policy, and ensure compliance with applicable state and federal employment laws and regulations. For more information on what is required to be included in each of the policies, please see the Institute’s [Guide to Board Governance](#) on its website.

Note: Model Charter Agreement Section 4.5 requires all criminal history reports be reviewed by two or more employees designated by the Education Corporation Board in its personnel policies or otherwise.

The hiring procedures described in the personnel policies must include (in addition to other anti-discrimination language that may be required by law) specific reference to the fact that the school will not discriminate on the basis of gender in compliance with Title IX of the Education Amendments of

1972, 20 USC § 1641, and 34 CFR § 106.9, and list the name, office address, and telephone number of the employee or employees appointed to provide information and investigate complaints pursuant to 34 CFR § 106.8.

R-12D: COLLECTIVE BARGAINING AGREEMENT (IF APPLICABLE)

Provide any collective bargaining agreement, if applicable.

What to submit:

- Submit the completed electronic copy of the Staffing Plan as a MS Word® file.
- Submit the completed electronic copy of the Teacher Certification Processes as a MS Word® file.
- Submit the completed electronic copy of the Personnel Policies as a MS Word® file.
- Submit the completed electronic copy of the Collective Bargaining Agreement as a MS Word® file. If this is not applicable for the education corporation, submit a narrative with “N/A.”

REQUEST 13: R-13A: PARTNER ORGANIZATIONS

Describe any partner organization(s) that the education corporation has a significant relationship with. Include the name of the organization and the length of the relationship as well as narrative about the nature of the partnership and what value add it has for the education corporation. Include any ‘Friends of’ organization that acts with the purpose of supporting the school organization.

Multi-schools: In addition to education corporation-wide partnerships, describe any specific partnerships at individual charters.

What to submit:

- Submit the completed electronic copy of the Partner Organizations as a MS Word® file.

REQUEST 14: GOVERNANCE

R-14A: BOARD STRUCTURE

The education corporation must provide details on what plans, if any, it has to ensure the sustainability of its success (e.g., creating a recruitment committee on the education corporation’s board of trustees; providing a transition and training plan for the new board members).

Within the charter’s **board structure** response, the following should be included, if applicable:

- For education corporations making material changes to their governance structure, the narrative response must focus on the reasons behind those changes, referencing where necessary any appropriate events and outcomes from the present charter term that are driving these proposed changes. The response must also indicate how and why those governance changes will allow for the kind of oversight that will result in satisfactory student achievement results.
- Some education corporations filed their initial or renewal charter application “in conjunction with” an existing 501(c)(3) organization, yet that entity was not managing the charter. Rather, and most often, it was assisting the charter in other ways. Where an education corporation did

in fact partner with such an organization, it must discuss the status of the relationship including whether it will continue in the next charter term and, if so, under what terms and parameters. Likewise, the education corporation must indicate if the relationship is dissolving or will be dissolved. This type of partnership is not equivalent to a partnership with an ESP/CMO. As such, the information required with regard to ESP/CMO partnerships as set forth above (R-11b: Management Contract) is not required here.

- Consistent with other narrative responses, where an education corporation is making a significant change, for example, adding a middle school program, the narrative response should discuss the governance changes inherent in that transition.
- Include information about how the education corporation board works with any other board affiliations, such as a 'Friends of' organization. Include a list of names of the current board members of associated boards.

R-14B: BOARD BIOGRAPHIES

Include a short biography for each board member. The Institute has full resumes on file, so only include a brief background as well as the expertise areas each member brings to the board.

R-14C: BYLAWS

Provide the education corporation's bylaws. For more information on what is required to be included in the bylaws, please see the Institute's [Guide to Board Governance](#).

R-14D: CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

Provide the education corporation's Code of Ethics and Conflicts of Interest policies. The education corporation may have one policy that fulfills the statutory requirements of both a code of ethics and conflicts of interest policy. For more information please refer to the Institute's [Guide to Board Governance](#).

R-14E: COMPLAINT POLICY

Include the Complaint Policy, which should clearly articulate how to file a formal complaint alleging a violation of law or the charter, and provide appropriate appeals information. For more information on what is required to be included in the Complaint Policy, please see the Institute's [Guide to Complaint Policies](#).

R-14F: ASSURANCES

All Applications for Charter Renewal must include a list of specific Assurances related to the physical site(s) signed by the board chair. The Institute also conducts an on site physical plant check during the renewal visit. The Institute provides information about the specific areas for the [physical plant check](#) during the pre-visit preparation process.

The Institute accepts valid digital signatures or physically signed scanned copy. The [Assurances form](#) is available on the Institute's website.

Multi-schools: List the names of each charter on the Assurances document.

R-14G: STRATEGIC PLAN

Include narrative about how the education corporation approaches strategic planning and include the current strategic plan or main priorities. Describe how the education corporation monitors progress and provide a reflection on how well it is meeting its benchmarks.

Multi-schools: If an ESP or CMO manages the charter or the education corporation is associated with a group of education corporations that share services or have common governance, describe any expansion of the ESP/CMO and/or other group either in or out of New York State during the next charter term including: the names and locations of new or planned charters, how the CMO or ESP and/or other group has adjusted its operations to address expansion, and how such expansion has and/or is projected to impact the charter.

What to submit:

- Submit the completed electronic copy of the Board Structure as a MS Word® file.
 - Submit the completed electronic copy of the Board Bios as a MS Word® file.
 - Submit the completed electronic copy of the Education Corporation Bylaws as a MS Word® file.
 - Submit the completed electronic copy of the Code of Ethics as a MS Word® file.
 - Submit the completed electronic copy of the Complaint Policy as a MS Word® file.
 - Submit the completed electronic copy of the Assurances as an Adobe Acrobat® file.
 - Submit the completed electronic copy of the Strategic Plan Narrative as a MS Word® file.
-

REQUEST 15: R-15A: DISTRICT RELATIONS

Describe any current relationships with the local school district or any district public school and what that relationship entails. For example, some New York City charters will conduct joint professional development sessions with their co-located schools, and some schools will establish mentorship or other student to student relationships with co-located schools. Provide a description of how the education corporation partners with nearby low-performing schools to share best practices and innovations, if applicable.

Multi-schools: Describe relations or partnerships charter-by-charter where applicable in one document.

What to submit:

- Submit the completed electronic copy of the District Relations as a MS Word® file.
-

REQUEST 16: R-16A: FACILITY PLAN

Describe how the education corporation's facility plans will meet the needs of the educational program for the proposed charter term including any commitments that partner organizations or host districts have made to support the charter.

Describe any upcoming facility plans including moves, renovations, acquisitions, additional locations, and any specifics of the timing needs. Ensure the Financial Plans Request includes any financial implications of any facilities plans.

Multi-schools: Ensure this submission has information listed by charter in one document.

What to submit:

- Submit the completed electronic copy of the Facility Plan as a MS Word® file.

REQUESTS 17-20: NOT APPLICABLE FOR RENEWAL

REQUEST 21: FISCAL SOUNDNESS

R-21A: FISCAL PLAN

Describe the education corporation’s fiscal plan for the proposed renewal charter term, specifically identifying future enrollment, staffing, and facility plans and assumptions, and discuss how those plans are financially reasonable and feasible. This information must be consistent with the Budget Projection for the term of the renewal school (the [Five-Year Budget Projection Template](#) is available on the Institute’s website), which must serve as the cornerstone of the education corporation’s fiscal plan. Clearly describe any facility financing plans and the related timing of such transactions.

R-21B: FISCAL POLICIES AND PROCEDURES MANUAL

Provide the most recent Fiscal Policies and Procedures Manual. The date of the most recent review and board approval of the manual should be indicated on the manual or included with the response. The Institute recommends that the board review and update/approve on an annual basis.

R-21C: PROOF OF DISSOLUTION FUND

Provide bank statement proof of the Dissolution Reserve Fund as a separate account balance required by the SUNY charter agreement.

R-21D: BUDGET PROJECTION

Submit a proposed budget for the proposed next charter term supporting the fiscal plan in the required format. Be sure to utilize the most recent budget template that reflects up-to-date per pupil aid official rates as issued by NYSED. An updated budget template with the next fiscal year’s published per pupil rates will be made available immediately after those rates are published by NYSED. The Institute will communicate when the new template is available. Be sure to start with the tabs for enrollment and staffing which will pre-populate the budget projections. The template includes columns for supporting assumptions and should be utilized to clarify details of line items for reviewers. The fiscal plan narrative can be used to further detail assumptions made in preparing the five-year projections. Please ensure that the Budget Projection covers the entire next charter term and includes a description of all revenue and expenditure assumptions.

The Renewal [Five-Year Budget Projection template](#) is available on the Institute’s website.

Multi-schools: Provide a separate budget for each charter up for renewal.

R-21E: SUPPLEMENTAL FINANCIAL INFORMATION

Provide any additional financial information that is helpful for the Institute’s analysis of the education corporation’s fiscal soundness. This may include:

- Any documents related to budgeting and long-range planning; internal controls; financial reporting; and, financial condition; and/or,
- Include any NYS Comptroller or NYC Comptroller Audit Reports during the charter term and information on active audits taking place.

What to submit:

- Submit the completed electronic copy of the Fiscal Plan as a MS Word® file.
- Submit the completed electronic copy of the Fiscal Policies and Procedures as a MS Word® or Adobe Acrobat® file.
- Submit the completed electronic copy of Proof of Dissolution Fund as a MS Word® or Adobe Acrobat® file.
- Submit the completed electronic copy of the Budget Projection as a MS Excel® file named and include the separate education corporation projection, as applicable.
- Submit the completed electronic copy of the Misc Financial Information as a MS Word® file.

REQUEST 22: NOT APPLICABLE FOR RENEWAL

REQUEST 23: SUPPLEMENTAL INFORMATION

The Institute will accept information not specifically required in the Application for Charter Renewal if the education corporation believes this supplemental information is essential for making its case for renewal. The collective length of this section must not exceed 25 pages.

What to submit:

- Submit the completed electronic copy of any Supplemental Information as a MS Word® file.

REVISION REQUESTS WITH RENEWAL

If the education corporation is applying for grade expansion, please notify the Managing Director of School Evaluation as soon as possible so that the Institute is aware early and can create a renewal timeline that supports the request.

For multi-school education corporations that already serve the requested grades at other charters, include only the ‘Community Description and Need’ submission, described below, in the Supplemental Renewal Submissions. Ensure all renewal application materials reflect the proposed new grades to be served as applicable.

For education corporations that do not serve the requested grades at other charters or other affiliated charters, the Institute will assign additional submissions for the requests below. In the above Renewal Application submissions, only submit materials for the current approved grade configuration. The additional submissions below will include the requested grades. This allows the Institute to conduct a thorough analysis to understand the impact grade expansion may have on the current charter configuration, as well as allows materials submission in place in the case that the grade expansion is not approved.

The sections below should include the following information:

- **Community Description and Need.** Please thoroughly describe the efforts the education corporation conducted to understand the need for the requested grade expansion. This should include the following elements:
 - A description of the community from which the proposed expanded program intends to draw students;
 - Community demographics;
 - Performance of local schools serving the proposed expanded grade levels in meeting the community's need;
 - How the proposed school would provide a needed alternative for the community;
 - An analysis of enrollment trends in corresponding and feeder grade levels in surrounding district and charter schools; and,
 - If there are existing charter schools in the area serving the proposed expanded grade levels, the response should explain how the proposed expanded program is different and how it will provide greater educational benefit to students who would attend the proposed expanded program.
- **Educational Program:** in this submission, please include narrative that reflects how the educational program will adapt with expanded grades including the curricular programs and a scope and sequence for any expanded grades. Also include narrative about how instructional leadership will evolve with grade expansion.
- **Action Plan:** submit the proposed action plan the education corporation will engage in to expand its grade levels.
- **Enrollment Chart, Staffing Plan, Budget Projection:** each submission should reflect the proposed increase in grades and enrollment numbers for the next charter term.
- **Supplemental Information:** though not required, any additional evidence that demonstrates the charter is prepared to expand grades is a helpful submission to consider as part of the Application for Charter Renewal.



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