

2019 APPLICATION REVIEW PROCESS AND TIMELINE⁹

2019 Application Review Process Activity	Timeline	
<p style="text-align: center;">Draft 2019</p> <p>Request for Proposals (RFP) and Application Kit posted for comment at the NYSED-CSO website at Starting a Charter School</p>	DRAFT RFP and Application Kit—by December 1, 2018	
<p style="text-align: center;">Final 2019</p> <p>Request for Proposals (RFP) and Application Kit posted on the NYSED-CSO website at Starting a Charter School.</p>	FINAL RFP and Application Kit—December 14, 2019	
<p>The Department will solicit applications from charter applicant groups or existing operators seeking to open new charter schools in 2019 during Round 1 and Round 2 of the competitive Request for Proposals (RFP) process.</p>	Applications from New Operator Applicant Groups and Existing Education Corporations Seeking to Open New Charter Schools	
	Review/Approval Round 1	Review/Approval Round 2
<p style="text-align: center;">Phase I: Letter of Intent</p> <p>Submission is by upload to https://nysed-cso.fluidreview.com. Letters of Intent that do not provide all requested information and meet submission requirements will not be accepted.</p>	<p><u>No letter of intent for January – Round 1</u></p>	<p><u>Deadline</u> April 5 3:00 p.m.</p>
<p style="text-align: center;">Phase II: Full Application</p> <p>Submission is by upload to http://nysed-cso.fluidreview.com. Each Full Application submitted (by invitation only) must adhere to page and formatting limitations and must be uploaded before 3:00 p.m. EST. The Certification and Assurances Statement must include the electronic signature of a designated member of the applicant group.</p>	<p><u>Deadline</u> January 10 3:00 p.m.</p>	<p><u>Deadline</u> May 6 3:00 p.m.</p>

⁹ This timeline is subject to change at the discretion of NYSED and/or the Board of Regents.

2019 Application Review Process Activity	Timeline	
<p>Public Comment The public may submit comments on applications by email to charterschools@nysed.gov or by mail to NYSED Charter School Office, 89 Washington Ave., Albany, NY 12234.</p>	Throughout the review process	
<p>Public Hearings Public hearings on charter school applications must be conducted by the districts of location within 30 days of notification of receipt of an application by the NYSED Charter School Office.</p>	January - February	May - June
<p>Evaluation of Full Application The Full Application will be screened by NYSED for completeness before being accepted and sent for full evaluation by review panels. (<i>Incomplete applications will not be accepted</i>).</p>	January - February	May - July
<p>Background Checks via Fingerprint Scans NYSED will contact the applicant group members to arrange for the required fingerprint scans. All members of the applicant group must be available to undergo a finger scans.</p>	January - February	July
<p>Phase III: Capacity Interviews NYSED conducts interviews in Albany with invited applicant groups and proposed boards of trustees.</p>	January - April	July - August
<p>Phase IV: Request for Modifications Following the capacity interviews, NYSED may request that applicant groups/proposed boards make technical modifications to charter applications.</p>	January - May	August - September
<p>Phase V: Charter Agreement Calls NYSED and the proposed boards of the charter schools recommended for Board of Regents approval preview/discuss the terms and conditions of the proposed charter agreement with the Board of Regents.</p>	February - May	October

2019 Application Review Process Activity	Timeline	
<p>Phase VI: Board of Regents Action</p> <p>The Board of Regents will review recommendations from staff and vote to approve or deny the application at its regularly scheduled meeting. Only those applicant groups whose applications are approved by the Board of Regents will be issued a charter. Prior to action by the Board of Regents, applicant groups will be informed of the department's recommendation. This timeline is subject to change at the discretion of NYSED and/or the Board of Regents.</p>	June 11-12	November 5-6
<p>Reviewer Feedback to Applicants</p> <p>NYSED prepares written recommendations to the Board of Regents and provides applicants not recommended for Board of Regents approval with comments and summative feedback from reviewers.</p>	After Regents Action	After Regents Action

The remainder of this Application Kit is dedicated to the specific requests that charter school applicant groups and existing operators must address to apply for a charter school to the Board of Regents for consideration. All necessary forms, requirements, and deadlines related to the initial application process are contained within this Application Kit. Local school districts or applicant groups interested in converting an existing public school into a charter school should contact the **NYSED Charter School Office at (518) 474-1762**.

Please note: The Board of Regents will only approve applications that clearly demonstrate a strong capacity for establishing and operating a high-quality charter school. This standard requires a sound educational program, organizational plan and financial plan; and a strong governing board with the demonstrated capacity to implement the proposal effectively and in compliance with State and Federal laws. The Department and staff look forward to reviewing your proposal to launch a new, high-quality, public charter school in New York State.