



CHARTER RENEWAL APPLICATION

Instructions

Charter Renewal Applications must be submitted to the authorizer in **both print and electronic form** by **[TIME]** on **[DATE]**. [INSERT SPECIFIC SUBMISSION INSTRUCTIONS]

Format for Submissions

- The renewal application narrative should not exceed 25 (twenty-five) pages, excluding attachments.
- Attachments should not exceed 25 (twenty-five) pages.
- The application must include the Renewal Application Form and must be signed by both the School Leader/Director and the Board Chair/President.
- The application should include a Table of Contents.
- The application should have standard one-inch margins, be clearly paginated, and use at least 11-point font.
- Printed application pages should be double-sided.
- Any attachment should provide information that a) meaningfully augments the body of evidence that the authorizer has already collected on the school's performance, or b) illustrates or supports plans or strategies for the next charter term that would be material to the charter contract for the renewal term. Applicants should reference attachments clearly in the application.
- The application should not include any photographs, pictures, or news clips unless they are being submitted as evidence of performance for renewal criteria.
- The electronic and print versions of the application should be identical in content, including all attachments.

RENEWAL TRANSMITTAL FORM

Name of School

Name of Board Chair/President

Contact Person - Name/Title

Alternate Contact - Name/Title

Contact Person - Mailing Address

Alternate Contact - Mailing Address

Contact Person - Phone Number

Alternate Contact - Phone Number

Contact Person - Email

Alternate Contact - Email

Board Chair/President - Phone Number

Board Chair/President - Email

School's Initial Opening Date Current Grades Enrolled

Grade Levels Served - Full Enrollment Maximum Projected Enrollment -

School Leader/Director Signature

Date

Boad Chair/President Signature

Date

RENEWAL QUESTIONS

Executive Summary

Provide the enrollment and demographic information for the current school year (Table A). Then provide a brief (one to two page) description of the school, including an overview of the mission and vision, educational program, community and local connections, and leadership and governance.

CURRENT YEAR ENROLLMENT & DEMOGRAPHIC INFORMATION	
Total Enrollment	
# of Students Enrolled	
# of Students on Waiting List	
Gender	
# Male	
# Female	
Ethnicity/Race	
# White	
# Black	
# Hispanic	
# Asian	
# Other	
Special Populations	
# Students with Disabilities	
# English Language Learners	
# Homeless Students	
# Eligible for Free and Reduced Lunch	

Looking Back: The Record of Performance

Section II provides schools with an opportunity to supplement or augment the performance record. Schools should use the Renewal Performance Report as a guide for their responses and submit only evidence of performance related to the Performance Framework that is not included in the Renewal Performance Report and/or that the authorizer may not have. Responses should reference the specific criteria and benchmarks in the Performance Framework to which the information applies.

Responses may include, but are not limited to, information about interim assessments or progress reports; evidence of performance on school - or mission-specific goals; and improvements undertaken at the school along with evidence of progress for any areas in which the school has not previously met or is not currently meeting the performance standard.

Responses should not include anecdotal information or evidence that is not relevant to the school's academic, financial, and organizational performance and the school's performance expectations as defined by the authorizer's Performance Framework and the school's charter contract.

Renewal Recommendations will be based on all evidence of school performance in the record, including but not limited to the school's responses in this section.

A. Academic Performance

1. Using the results contained in the Performance Framework, explain whether or not the school has met its performance expectations.
2. Provide any academic performance-related evidence, supplemental data, or contextual information that may not be captured in authorizer records. Submissions may include supplements related to the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.
3. Provide evidence of outcomes related to any mission-specific academic goals and measures established in the charter contract (if not already captured in Renewal Performance Report).

B. Financial Performance

1. Provide evidence that the school is current in meeting its liabilities, including but not limited to payroll taxes, debt service payments, and employee benefits.
2. Provide any financial performance-related evidence, supplemental data, or contextual information that may not be captured in authorizer records. Submissions may include, but are not limited to, updated financial records and other updates regarding the Renewal Performance Report. Please

reference the specific Performance Framework measures to which the information applies, as appropriate.

C. Organizational Performance

1. Provide any organizational performance-related evidence, supplemental data, or contextual information that may not be captured in authorizer records. Submissions may include evidence of current compliance in areas for which the school was found previously to be non-compliant or other updates relevant to the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.
2. Provide evidence of outcomes related to any school-established organizational goals, as appropriate.

Looking Forward: Plans for the Next Charter Term

Section III provides the school with an opportunity to discuss plans for the next charter term. Schools should identify any anticipated changes to the school's educational program, governance model, and financial outlook and must identify any proposed changes that would require modification of a material provision in the school's charter contract or that are likely to impact the school's academic or organizational success or its financial sustainability. As a general rule, the school should identify any changes that are relevant or significant with respect to the performance outcomes that the school has agreed to meet or are otherwise relevant to the school's renewal and continued authorization and operation as a public charter school. The authorizer reserves the right to request additional information so that it may sufficiently assess the impact and planning for such changes. Even if proposed changes would occur several years into the next charter term, the authorizer strongly encourages applicants to outline them here.

NOTE: Consistent with NACSA's *Principles & Standards for Quality Charter School Authorizing*, the authorizer will make its renewal decisions based on the school's track record of performance, and not on promises of future performance or improvement. Responses to the questions in Section III will not be the basis for the authorizer's decision for renewal or nonrenewal unless information is provided, or a significant, anticipated change or material modification is proposed which, if not approved, would endanger the future success and sustainability of the school. Any anticipated changes to the school's educational program, governance model, and financial outlook and any proposed material modifications to the school's current charter contract must be proposed below and are subject to approval by the authorizer consistent with authorizer policy and state law. Failure to provide requested or otherwise relevant information or failure to propose a material modification that is likely to impact the school's academic or organizational success or its financial sustainability shall be grounds for non-renewal and termination of the school's charter. If the school has any questions about whether particular information or a proposed change should be included, please contact

the authorizer prior to submission of this application. If the school is proposing a material modification that, if not approved, would *not* endanger the sustainability of the school, this should be noted in the response and an explanation provided.

A. Educational Program

1. Describe any significant changes to the essential terms of the school's educational program. Essential terms are those included, either directly or by incorporation, in the school's existing charter contract that relate to its educational program, including but not limited to the school's mission, course of study, instructional program, grade levels served, and, if applicable, any mission-specific goals.

B. Financial Plans

1. Provide a five-year projected budget for the next charter term. The budget narrative should make clear the assumptions on which the school bases its key revenue and expenditure projections. In addition, the budget and narrative should describe any anticipated changes to the school's financial position and clearly articulate the financial impact of any proposed modifications on other aspects of the school's education program and operations (e.g., new curriculum or instructional materials, modified staffing structure, decreased or increased enrollment, etc.).

C. Organizational Plans

1. Describe any anticipated changes to the governance of the school, including but not limited to board composition, committee structure, and/or amendments to by-laws.
2. Describe any anticipated changes to the school leadership or staffing model and any proposed changes to the management of the school, including any changes to the school's relationship with a third-party education service provider, if one exists. If the school does not currently contract with an ESP but intends to do so during the next charter term, if the school currently contracts with an ESP but does not intend to continue to do so during the next term, or if the school intends to make material modifications to its existing management agreement, the school must contact the authorizer for additional information prior to the submission of this application.
3. Describe the current status of the school facility and discuss any anticipated changes in facilities needs or location. *Ensure that the budget narrative in section B explains how the school's facilities plans are reflected in the budget.*

