

2016 APPLICATION REVIEW PROCESS AND TIMELINE

2016 Application Review Process Activity	Timeline	
<p style="text-align: center;">Draft 2016</p> <p>Request for Proposals (RFP) and Application Kit posted for comment at the NYSED-CSO website at http://www.p12.nysed.gov/psc/startcharter</p>	DRAFT RFP and Application Kit—January 15, 2016	
<p style="text-align: center;">Final 2016</p> <p>Request for Proposals (RFP) and Application Kit posted on the NYSED-CSO website at http://www.p12.nysed.gov/psc/startcharter</p>	FINAL RFP and Application Kit—February 1, 2016	
<p>The Department will solicit applications from charter applicant groups or existing operators seeking to open new charter schools in 2017 during Round 1 and Round 2 of the competitive Request for Proposals (RFP) process.</p>	Applications from 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 style="text-align: center;"><u>Deadline</u> February 29 3:00 p.m.</p>	<p style="text-align: center;"><u>Deadline</u> June 28 3:00 p.m.</p>
<p style="text-align: center;">Review of Letter of Intent</p> <p>All Letters of Intent are reviewed prior to being accepted. A designated member of the applicant group is notified. Applicant groups with accepted Letters of Intent are invited to submit a Full Application for consideration by the Department and Regents.</p>	By March 7	By July 15
<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 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 style="text-align: center;"><u>Deadline</u> April 7 3:00 p.m.</p>	<p style="text-align: center;"><u>Deadline</u> August 16 3:00 p.m.</p>

2016 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 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>	April – May	August – October
<p>Panel Review 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>	April	August – September
<p>Background Checks via Fingerprint Scans NYSED will contact the applicant group members to arrange for the required fingerprint scans.</p>	April	September – October
<p>Phase III: Capacity Interviews NYSED conducts interviews with qualified applicant groups and proposed boards of trustees.</p>	May 3 – May 13	September 26 – October 7
<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>	May	October
<p>Reviewer Feedback to Applicants 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>	May - June	October

2016 Application Review Process Activity	Timeline	
<p style="text-align: center;">Charter Agreement Calls</p> <p>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>	<p>June</p>	<p>November – December</p>
<p style="text-align: center;">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.</p>	<p>June 13 – 14</p>	<p>November 14 – 15</p>