



**Charter Schools Institute**  
The State University of New York

2026-27

# APPLICATION FOR CHARTER RENEWAL

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

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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 New York State Charter School Act of 1998 (the “Act”) and for the high standards 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”).<sup>1</sup>

Throughout each education corporation’s charter term, the Institute communicates each school’s attainment of the required measures under its key academic Accountability Plan goals. Annually, the Institute sends every school with credible state exam data an Accountability Summary. For schools with a mixed record of academic attainment or who are otherwise not meeting or coming close to meeting Accountability Plan goals, the Institute also sends a supplementary Performance Review memo outlining details of the school’s performance. In addition, the Institute conducts evaluation visits to provide schools feedback on their prospects for renewal both during the visit and in writing through the Evaluation report. In 2025-26, the Institute also provided specific schools with a Fiscal Performance Summary to communicate the Institute’s concerns for schools demonstrating fiscal stress with a summary of the school’s fiscal performance. Beginning in 2026-27, all schools will receive a Fiscal Performance Summary outlining each education corporation’s financial alignment to the Institute’s financial metrics.

The SUNY Renewal Benchmarks, grounded in research from the Center for Urban Studies at Harvard University,<sup>2</sup> 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”),<sup>3</sup> 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 Charter Schools Committee (the “Committee” or 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 education corporation; and,
- information from previous school evaluation visits.

The Committee votes to renew or not renew a charter with or without conditions. 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.

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

2. An extensive body of research, including 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 [Institute’s website](#).

# RENEWAL TIMELINE

The table below outlines the timeline for renewal. The Institute recognizes a need for adjusted timelines. If a school wishes to request an adjusted renewal timeline, please send an email to [charter.academic@suny.edu](mailto:charter.academic@suny.edu).

The Institute reviews requests on a case by case basis.

Phase	Description	Approximate Timeline
Submission of the Application for Charter Renewal	A charter school education corporation submits its Application for Charter Renewal to the Institute in the fall of the final year of the charter term.	August 17, 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.	August – October
Application Review	The Institute reviews the application as well as the existing data and records collected over the life of the charter.	August – November
Request for Amendment Process	The Institute may ask for amendments to parts of the application.	August – April
Renewal Visit	The Institute typically conducts a site visit during which it observes instruction, reviews documentary evidence, and conducts interviews with staff members and the education corporation board of trustees.  Ahead of the visit, schools are required to submit a set of Pre-Visit Documents to help inform logistics for the visit.	September – December

Phase	Description	Approximate Timeline
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>SUNY posts the recommendation report publicly before the Committee meets, and the Institute encourages schools to share the final recommendation reports with their 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
Action of the Charter Schools Committee	The Committee votes to renew or not renew a charter with or without conditions.	December – April
Action of the Board of Regents	<p>The Institute sends a proposed renewal charter, which includes the Application for Charter Renewal, 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 renewal 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

# RENEWAL OVERVIEW

## RENEWAL OUTCOMES

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

### INITIAL RENEWAL

The SUNY Renewal Policies define three potential outcomes for SUNY authorized charter schools coming to renewal for the first time: Full-Term Renewal (five years); Short-Term Renewal (typically three years); or Non-Renewal (closure). During the fifth year of a school’s initial charter term, the Institute makes a renewal recommendation to the SUNY Trustees based on the extent to which the school has met its academic Accountability Plan goals, has in place an effective education program as assessed using SUNY’s Qualitative Education Benchmarks, and the extent to which it has met all other benchmarks related to governance, compliance, fiscal health and organizational capacity.

#### FULL-TERM RENEWAL

The school has compiled a strong and compelling record of meeting or coming close to meeting its academic accountability plan goals, **and** the educational program is generally effective.

Accountability Plan Goals	Educational Program
✓✓	✓

OR

The school has made progress towards meeting its academic Accountability Plan goals **and** the educational program is particularly strong and effective.

Accountability Plan Goals	Educational Program
✓	✓✓

#### SHORT-TERM RENEWAL

The school has compiled a mixed or limited record of meeting its academic Accountability Plan goals, but has (i) an academic program of sufficient strength and effectiveness, and (ii) a governing board and organizational structures that have demonstrated capacity.

Accountability Plan Goals	Educational Program
?	✓

OR

The school has compiled an overall record of meeting its academic Accountability Plan goals but has in place an educational program that is inadequate in multiple and material aspects.

Accountability Plan Goals	Educational Program
✓	?

#### NON-RENEWAL

The school fails to meet the criteria for any other type of initial renewal.

Accountability Plan Goals	Educational Program
-	-

OR

The school does not apply for renewal (voluntarily surrenders its charter).

Accountability Plan Goals	Educational Program
-	-

Please note that any renewal outcome may include conditions as long as the school meets the standards for Full-Term Renewal or Short-Term Renewal with regard to its educational program, but that has material legal, fiscal or organizational deficiencies that cannot be fully corrected by the time of renewal — so long as such deficiencies are not fatal to making each and every other required finding, or meets the standards for Full-Term Renewal or Short-Term Renewal with regard to some portion of its educational program, but requires conditions to improve the academic program. Such conditions may include, but are not limited to, restrictions on the number of students and grades served or compliance areas such as teacher certification requiring corrective action. Where appropriate, conditions may be imposed which if not met by the education corporation shall be deemed a substantial and material violation of the provisional charter and/or charter agreement and therefore expose the education corporation and/or its charter school(s) to probation, revocation of authority to operate a school, or charter revocation.

### SUBSEQUENT RENEWAL

The SUNY Renewal Policies define two potential outcomes for SUNY authorized charter schools that have received a prior renewal: Full-Term Renewal (five years) or Non-Renewal (closure). When making recommendations regarding subsequent charter renewals, the Institute relies most heavily on student achievement data and schools’ performance against Accountability Plan goals. The SUNY Renewal Policies specifically do not provide a Short-Term Renewal outcome for schools in subsequent charter terms.

#### FULL-TERM RENEWAL

The school has been previously renewed (having received a Short-Term; Full-Term or Early Renewal) and has met or come close to meeting its Accountability Plan goals.

Accountability Plan Goals	Educational Program
✓	✓

#### NON-RENEWAL

The school fails to meet the criteria for any other type of renewal.

Accountability Plan Goals	Educational Program
-	-

OR

The school does not apply for renewal (voluntarily surrenders its charter).

Accountability Plan Goals	Educational Program
-	-

*Please note that any renewal outcome may include conditions as long as the school meets the standards for Full-Term Renewal or Short-Term Renewal with regard to its educational program, but that has material legal, fiscal or organizational deficiencies that cannot be fully corrected by the time of renewal — so long as such deficiencies are not fatal to making each and every other required finding, or meets the standards for Full-Term Renewal or Short-Term Renewal with regard to some portion of its educational program, but requires conditions to improve the academic program. Such conditions may include, but are not limited to, restrictions on the number of students and grades served or compliance areas such as teacher certification requiring corrective action. Where appropriate, conditions may be imposed which if not met by the education corporation shall be deemed a substantial and material violation of the provisional charter and/or charter agreement and therefore expose the education corporation and/or its charter school(s) to probation, revocation of authority to operate a school, or charter revocation.*

## RENEWAL FINDINGS

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

- the school, 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 school 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.<sup>4</sup>

## 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, record in meeting or coming close to meeting its Accountability Plan goals, and its record of fiscal and operational performance. 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 school an academic success?
- 2) Is the school 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 school, are its plans for the school reasonable, feasible, and achievable?

For additional information regarding the renewal criteria for SUNY authorized charter schools, please refer to the [SUNY Renewal Policies](#).

## HOW TO ADDRESS FUTURE PLANS IN THE RENEWAL APPLICATION

While the Institute asks applicants to identify and discuss future plans, schools 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.

Any future changes constituting material revisions to the charter remain subject to SUNY review and approval. For more information on revisions, please see the Institute's [Guide to Charter Revisions](#).

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

## OPTING TO NOT APPLY FOR RENEWAL

Any education corporation 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 school leadership, and review communications from the Institute regarding the school's performance against its Accountability Plan goals. Additionally, if the school(s) has shown significant fiscal stress during the current charter term, and the education corporation does not have confidence in its ability to continue operating for another five years, the board should consider not applying for renewal. If upon consideration of these factors, the board finds that the school does not meet the requirements for renewal, the Institute strongly suggests the board consider what provides the best consistency for its students and the mission it set for its community, which may include not submitting an application for charter renewal and winding down operations at the end of the forthcoming school year. Should the board decide against applying for renewal, the school may 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 school 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 Institute's online system for document management. If a school needs access to Epicenter, please email [charter.epicenter@suny.edu](mailto:charter.epicenter@suny.edu).

### ***Document Formatting and File Structure***

- 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"), and 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.
- The Institute will schedule tasks in Epicenter for applicants to upload the corresponding file(s). 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 tracked changes prior to submission.
  - Please optimize scanned Adobe Acrobat® files to minimize the file size.

### ***Requests With No Submission***

If an applicant is not submitting a file for a specific Request, please indicate “Not Applicable” in the narrative section and hit the submit button in Epicenter.

### ***Pre-Visit Documentation***

In addition to the submission documents outlined here, the Institute will assign additional document requests pertinent to organizing the logistics of the visit due approximately three to four weeks before the scheduled site 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.

Some sample items for the Pre-Visit Document request include:

- Details about the school’s at-risk program
- Details about the school’s current enrollment
- Student discipline data
- Updated staff member and employee list
- School schedule
- Recent board materials

The list above is not exhaustive, and the Institute will communicate specific requirements for the school on or around August 15 when scheduling the site visit.

## **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.

**Any documents submitted to the Institute prior to the 2021-22 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 school 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 school it is applying for renewal. If there is no note in the column, then only submit one file. In each submission, please outline and identify any unique model elements at any school that are different from uniform practices across the education corporation. For example, if some schools offer self-contained special education settings, please indicate those schools 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®
Application Checklist	R-00b – Renewal Application Checklist		MS Excel®
1	R-01a – Executive Summary		MS Word® or Adobe Acrobat®
2	R-02a – Mission		MS Word® or Adobe Acrobat®
	R-02b – Key Design Elements		MS Word® or Adobe Acrobat®
3	This request is not applicable for renewal (“n/a”)		
4	R-04a – Enrollment and Retention Plan		MS Word® or Adobe Acrobat®
	R-04b – Caretaker/Family Satisfaction Analysis		MS Word® and/or MS Excel®
5	R-05a – Proposed Enrollment Chart	One item per charter	MS Word® or Adobe Acrobat®
	R-05b – Admissions/Enrollment Policy		MS Word® or Adobe Acrobat®
6	R-06a – Curriculum and Instruction		MS Word® or Adobe Acrobat®
	R-06b – Accountability Plan	One item per charter	MS Word® or Adobe Acrobat®
7	R-07a – School Calendar		MS Word® or Adobe Acrobat®
	R-07b – Schedule		MS Word® or MS Excel®
8	R-08a – Specific Populations		MS Word® or Adobe Acrobat®
	R-08b – Section 504 Policies		MS Word® or Adobe Acrobat®
9	R-09a – Instructional Leadership		MS Word® or Adobe Acrobat®
10	R-10a – Student/Family Handbook		MS Word® or Adobe Acrobat®
	R-10b – Culture and Discipline		MS Word® or Adobe Acrobat®
	R-10c – Discipline Policy		MS Word® or Adobe Acrobat®
	R-10d – Special Education Discipline Policy		MS Word® or Adobe Acrobat®
	R-10e – Dress Code		MS Word® or Adobe Acrobat®
	R-10f – FERPA Policy		MS Word® or Adobe Acrobat®
	R-10g – FOIL Documents		MS Word® or Adobe Acrobat®
	R-10h – Health Services Policy		MS Word® or Adobe Acrobat®
	R-10i – Promotion and Graduation Policy		MS Word® or Adobe Acrobat®
11	R-11a – School Management and Leadership		MS Word® or Adobe Acrobat®
	R-11b – Management Contract (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
12	R-12a – Staffing Plan	One item per charter	MS Word® or Adobe Acrobat®
	R-12b – Teacher Certification Processes		MS Word® or Adobe Acrobat®
	R-12c – Personnel Policies		MS Word® or Adobe Acrobat®
	R-12d – Collective Bargaining Agreement (if applicable)		MS Word® or Adobe Acrobat®
	R-12e – Staff List	See directions	MS Excel®
	R-12f – Teacher Certifications	See directions	Adobe Acrobat®
	R-12g – Fingerprint Clearances	See directions	Adobe Acrobat®
13	R-13a – Partner Organizations		MS Word® or Adobe Acrobat®
14	R-14a – Board Structure		MS Word® or Adobe Acrobat®
	R-14b – Board Biographies		MS Word® or Adobe Acrobat®
	R-14c – Bylaws		MS Word® or Adobe Acrobat®
	R-14d – Code of Ethics and Conflict of Interest Policy		MS Word® or Adobe Acrobat®
	R-14e – Complaint Policy		MS Word® or Adobe Acrobat®
	R-14f – Assurances		Adobe Acrobat®
	R-14g – Strategic Plan		MS Word® or Adobe Acrobat®
15	R-15a – District Relations		MS Word® or Adobe Acrobat®
16	R-16a – Facility Plan		MS Word® or Adobe Acrobat®
17	N/A		
18	N/A		
19	N/A		
20	N/A		
21	R-21a – Fiscal Plan		MS Word® or Adobe Acrobat®
	R-21b – Updated 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® or Adobe Acrobat®
22	N/A		
23	R-23a – Supplemental Information		MS Word® or Adobe Acrobat®
Revision Request	Revision Request  Please review Appendix A 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 copies. The [Transmittal Form](#) is available on the Institute's website.

**Multi-schools:** The Transmittal Form should list all schools 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.

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## R-00B: 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 in 2021-22 or later and approved by SUNY. Only incorporate documents that have been part of original, 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 school in the education corporation, place an X under 'N/A.' If the incorporated information applies to all schools 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 school and not to other schools 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 2022-23."

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.
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## **REQUEST 1: R-01A: EXECUTIVE SUMMARY**

The executive summary should present a summary of the education corporation’s current charter term with evidence as to why the SUNY Trustees should renew the school. The executive summary should contain a summary analysis of the four renewal benchmark questions.

The following information should be included:

- To what extent is the education corporation meeting its vision, mission, and key design elements;
- To what extent the education corporation is meeting its Accountability Plan goals;
- Any noteworthy information about the school(s) during the current charter term including, but not limited to, activities, awards, or events unique to the school.

For schools without a consistent, unambiguous record of meeting or coming close to meeting Accountability Plan goals, the executive summary must include the school’s best case for why the school should be renewed. For schools that received a Fiscal Performance Summary in 2025-26 including concerns about the financial viability of the education corporation moving forward, please provide a summary of the efforts the school is taking to address its fiscal issues. As outlined in the SUNY Renewal Policies, the SUNY Trustees must make required findings, which includes meeting or coming close to meeting Accountability Plan goals, in order to renew a school. It is helpful to provide explicit description of challenges and how the education corporation addressed the challenges over the term.

Please limit the response to no more than 15 pages.

**Multi-schools:** Structure this submission with an overall executive summary of the education corporation followed by a more detailed listing of each school due for renewal and a summation of unique points, successes, challenges, and any future plans for each school.

**What to submit:**

- Submit the completed electronic copy of the Executive Summary as a MS Word® or Adobe Acrobat® file.
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## **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. Please describe how the school implements each key design element. If the education corporation is changing any key design element, please provide explanation for the changes inclusive of how and why the organization came to this decision.

**What to submit:**

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

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## REQUEST 3: NOT APPLICABLE FOR RENEWAL

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## REQUEST 4: ENROLLMENT TARGETS AND FAMILY SATISFACTION

### R-04A: ENROLLMENT AND RETENTION PLAN<sup>5</sup>

***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:

- 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.

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).

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 education corporation 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 education corporation collects feedback and satisfaction information from its caretakers/families.**

If the school 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 schools that participate in the NYCDOE Family Satisfaction Survey, applicants may submit an analysis or brief narrative of the results. Using the NYCDOE’s survey participant number, please include the response rate as a percentage. If the response rate falls under 50%, please include other methods the education corporation uses to gauge family satisfaction. 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 school, 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 school’s results. Note that the Institute reports out results by school 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® or Adobe Acrobat® file.
- Provide the completed electronic copy of the Parent Satisfaction Survey as a MS Word® or Adobe Acrobat® file.. If you are submitting an education corporation-created survey, include the results as a MS Excel® file.

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## REQUEST 5: ENROLLMENT

### R-05A: PROPOSED ENROLLMENT CHART

Provide the proposed enrollment chart from 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. **Be sure to include the age range column in the proposed enrollment chart.**

The chart should reflect the school’s current actual enrollment trends and any anticipated attrition over the charter term. The enrollment chart must only cover the number of years for which the school is seeking renewal. **Do not include pre-Kindergarten enrollment numbers on the chart.**

**Multi-schools:** Submit one submission per school.

## 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. If the school 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). 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® or Adobe Acrobat® file.
- Submit the completed electronic copy of the Admissions/Enrollment Policy as a MS Word® or Adobe Acrobat® file.

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## 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 (English language arts (“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. Please include information on who was involved in the process and how the education corporation evaluated the programs for their ability to serve diverse student populations including English language learners (“ELLs”).
- 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. Include information about how the organization uses student data to drive instructional decisions. Also include information about how the school reviews student data to identify and address equity issues.
- 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 available on the [Institute’s website](#).

**Multi-schools:** Submit one Accountability Plan per school.

### **What to submit:**

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

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## 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:

- 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 optional instructional time outside school hours such as tutoring;<sup>6</sup>
- 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 school will provide and in what subjects. Where different grades have different schedules, provide all such schedules. If the school 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.

6. Schools are required to provide at least 900 instructional hours for Kindergarten – 6<sup>th</sup> grade and 990 instructional hours for 7<sup>th</sup> – 12<sup>th</sup> grade.

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

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## REQUEST 8: SPECIFIC POPULATIONS

### R-08A: SPECIFIC POPULATIONS PROGRAMMING

Provide an overview of the education corporation’s programming to serve students struggling academically, students with disabilities, ELLs, and gifted and talented students. Please outline the information requested by student sub-group.

#### ***Students Struggling Academically***

Discuss the school’s methods and strategies for identifying and serving students struggling academically including:

- The school’s process for identifying students struggling academically, as well as its definition of the term “students struggling academically;”
- An overview of the systems the school uses to support students struggling academically within the context of a Response to Intervention (“RTI”) program;
- The strategies, programs, specific curricula, and resources (including personnel) the school has to assist with the RTI process. Please outline the structure of staffing rather than provide staff member names in this submission; and,
- The process the school uses to evaluate the effectiveness of the program and ensure the school is meeting the needs of students struggling academically.

#### ***Students with Disabilities***

Discuss the school’s methods and strategies for identifying and serving students with disabilities in compliance with all federal laws and regulations including:

- The school’s process for identifying students with disabilities (child find) within the context of the school’s RTI process;
- The relationship between the school and the district Committee on Special Education;
- The resources, personnel (including administrative responsibilities) and direct and related services the school provides both within the general education classrooms and in other settings (e.g., integrated co-teaching (“ICT”), Special Education Teacher Support Services (“SETSS”), speech therapy, physical therapy, occupational therapy, counseling, planning time, instructional materials, technology, professional development, staff members and consultants, etc.). Please outline the structure of staffing rather than provide staff member names in this submission;

- The specific services and/or settings that the school district provides or that are provided through a third-party contract (pursuant to the Act);
- The school’s systems for coordination between general education and special education teachers and service providers;
- The school’s process for monitoring the achievement and progress of students with disabilities in the general context of the program in addition to the goals and objectives provided in the student’s Individualized Education Program (“IEP”);
- The specific professional development sessions the school provides to instructional staff members for identifying, supporting, and evaluating the progress of students with disabilities; and,
- How the school evaluates the effectiveness of the program to ensure the needs of students with disabilities are met.

### ***English Language Learners***

Discuss the school’s methods and strategies for identifying and serving ELLs in compliance with all federal laws and regulations including:

- The process for identifying students whose first language is not English consistent with [New York State required procedures](#) and the methods for determining the scope of assistance that the school outlines for ELLs’ needs including how the school will ensure that they are not inappropriately identified as students with special education needs;
- The approach, resources, and personnel (including qualifications and associated administrative responsibilities) the school uses to meet the needs of ELLs (both within general education classrooms and in other settings);
- The research and evidence that supports the appropriateness of this approach;
- The process for coordination between general education teachers and staff members serving ELLs and professional development for general education teachers serving ELLs;
- The process the school uses to monitor the achievement and progress of ELLs including exit criteria;
- How the school makes all necessary materials available to parents of ELLs in a language that they can understand;
- How the school makes after school and other extracurricular programming accessible to ELLs; and,
- The process the school uses to evaluate the efficacy of the program and instructors and ensure that the needs of ELLs are met.

### ***Gifted and Advanced Students***

Discuss the school’s methods and strategies for identifying and serving students who are academically advanced and/or gifted including:

- Strategies and programs the school uses within general education classrooms and in other settings to accelerate learning for advanced and gifted and/or talented students.

**Multi-schools:** Indicate if any school/site provides unique or different programming from other schools 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® or Adobe Acrobat® file.
- Submit the completed electronic copy of the Section 504 Policies as a MS Word® or Adobe Acrobat® file.

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## REQUEST 9: R-09A: INSTRUCTIONAL LEADERSHIP

Describe 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 including how often teachers receive observations and feedback;
- 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 charter management organization ("CMO") or shared services team 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® or Adobe Acrobat® 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. If any of the required student policies are contained in their entirety in the Handbook rather than as separate policies, please indicate which page(s) the policies are on when submitting the items in Epicenter. For more guidance on policies below, see the [Institute's Legal Compliance website](#), which includes multiple guides on the policies below.

### 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 14<sup>th</sup> 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. 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 information. See the [Institute’s Legal Compliance website](#), which includes the *Confidentiality of Student Records Guidance*.

## 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. The FOIL subject matter list must include a link to the committee on open government’s website and the date it was last updated to ensure annual review. See the [Institute’s Legal Compliance website](#), which includes the *Guide to FOIL*.

## 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 families/caretakers 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® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Culture and Discipline as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Discipline Policy as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Special Education Discipline Policy as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Dress Code as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the FERPA Policy as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the FOIL Documents as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Health Services Policy as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Student Retention/Promotion Policy as a MS Word® or Adobe Acrobat® file.
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**REQUEST 11: MANAGEMENT****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).
- Include the education corporation’s succession plans and other contingency planning for critical personnel roles.

**R-11B: MANAGEMENT CONTRACT (IF APPLICABLE)**

If an education corporation contracts or plans to contract with an Educational Service Provider (“ESP”) or CMO at any time during the next charter term, provide a copy of the current or proposed 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 schools, the management contract covers all such schools, 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.

If the education corporation plans to or currently engages in a shared services agreement with a partner organization or other charter school not-for-profit corporation, please include a copy of the current or proposed agreement.

**What to submit:**

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

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## 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. **Submit a copy of the staffing plan from Tab 3 of the Five-Year Budget Projection** with this request.

For organizations that have a shared services model where a common group of staff members are paid from some/all of each school'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 Legal Compliance website](#), which includes guidance documents for school policies.

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. If a collective bargaining agreement is currently being negotiated or renegotiated, please provide a narrative of where the school is in the process.

## R-12E: STAFF LIST

The Institute uses this version of the staff list to review teacher certification and fingerprint clearance records. The Institute requires schools to use the Institute's template found on the [Institute's Renewal website](#). Please note, the Institute will request updated staff lists closer to the visit date to help plan the site visit. Schools must complete the three tabs in the document with the following staffing information:

- **Certification.** This section details each teacher's certification. This list should include all lead classroom teachers and specials/electives teachers who were employed at the school as of **BEDS Day for the 2025-26 school year (October 1, 2025)**. The list should include any previous surnames that may appear on certification records.
- **Special Populations.** Include at-risk program staff members' information for those employees as of **BEDS Day for the 2025-26 school year (October 1, 2025)**. This should include the school's special education coordinator and other staff members who deliver at-risk programming. **Please note the charter agreement requires a person properly certified in New York in any Students with Disabilities Certificate Title is employed as the education corporation's students with disabilities coordinator.**
- **Staff Directory.** For the purposes of reviewing fingerprint clearances, this list should be a comprehensive list of all employees, including full and part time employees and any contracted employees employed on **June 5, 2026**. This employee directory only need include names, positions, and employment type, as well as any previously used surnames. This list should include teachers and all non-instructional staff members including persons in the school who may not be employees, such as special education contractors, volunteers, or cafeteria and security personnel utilized by the school.

**Multi-schools:** Submit one Excel sheet with tabs for each school, or submit one file per school.

## R-12F: TEACHER CERTIFICATIONS

Submit the SIRS-329 report (in Excel/CSV format) from the L2RPT system with a list of all available teachers in the report. Ensure names align with the Staff List, Certification and Special Populations tabs.

The SIRS-329 report may or may not include a comprehensive report on teachers who were employed as of BEDS Day 2025, which is the date of review for teacher certification.

For any teacher not listed in the SIRS-329 report, provide copies of the TEACH certification records from the TEACH portal. Please redact all parts of any individual's social security number ("SSN") and dates of birth ("DOB") prior to submitting.

For teachers without NYS certification, provide appropriate proof of compliance with statutory or regulatory exemptions, i.e., a resume and/or copy of college transcripts (with any SSN or DOB redacted).

For additional records and other back up information, please compile each individual record in one document and in alphabetical order by last name.

**Multi-schools:** Submit one set of records per school.

## R-12G: FINGERPRINT CLEARANCES

The Institute will review fingerprint records based on the staff members employed on **June 5, 2026**. A downloaded copy or screenshot of the TEACH fingerprint clearance staff member dashboard should be used for this submission. The Institute no longer needs to see the individual certificates from TEACH. Please screenshot/save the entire dashboard in the TEACH system and compile into one PDF document to upload into Epicenter.

The document should contain the following information: Last Name, First Name, Status Date, Employment Request Status, OSPRA-101 Status, and Name History.

Align the fingerprint dashboard with the staff list and directory dated **June 5, 2026**.

For any staff member not in the TEACH system, provide additional information as to the clearance of an individual.

Redact SSN from the dashboard. Do not include any SSN in the submission.

**Multi-schools:** Submit one file per charter.

### **What to submit:**

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

- Submit the completed Teacher Certifications information in MS Excel® and/or Adobe Acrobat® files.
- Submit the completed Fingerprint Clearances information in MS Excel® and/or Adobe Acrobat® files.

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## REQUEST 13: R-13A: COMMUNITY AND OTHER PARTNERS

Describe any partner organization(s) the education corporation has a 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. This should include any relationships with community based organizations or other community partners. Please include information as to how the school works to gather community input and any examples of the school making efforts to modify or add programming as a response to community feedback. For schools with a 'Friends of' partnership, please include that information in R-14A: Board Structure.

**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® or Adobe Acrobat® file.

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## REQUEST 14: GOVERNANCE

### R-14A: BOARD STRUCTURE

Please describe the education corporation's current governance structure to ensure the sustainability of its success and continued improvement. Please include the following, if applicable:

- For boards that have made material changes to their governance structure or reporting from leadership during the charter term, the narrative response must focus on the reasons behind those changes and any areas of known or expected improvement to decision making and oversight of accountability goals;
- Please provide the name and services of any affiliated organization including an any 'Friends of' organization. Include a list of names of the current board members of associated organizations; and,
- 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.

### 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 current or proposed, if changing, bylaws. To ensure fulsome and compliant bylaws, please review the Institute's [Guide to Board Governance](#), which includes a Bylaws Table in Appendix A.

## 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. To ensure fulsome and compliant policies, please review the Institute's [Guide to Board Governance](#), which includes a Code of Ethics Table in Appendix B and a Conflict of Interest Policy Table in Appendix C.

## R-14E: COMPLAINT POLICY

Provide the education corporation's 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, please review 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 [facility compliance checklist](#) during the pre-visit preparation process.

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

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

## R-14G: STRATEGIC PLAN

Please provide a narrative regarding the education corporation's formal or informal strategic plan. This should summarize the education corporation short-term and long-term goals, action plans and how leadership will monitor progress in the next charter term.

**Multi-schools:** If an ESP or CMO manages the school 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 school(s).

### ***What to submit:***

- Submit the completed electronic copy of the Board Structure as a MS Word® or Adobe Acrobat® file.
- Submit the completed electronic copy of the Board Bios as a MS Word® or Adobe Acrobat® file.
- Submit the completed electronic copy of the Education Corporation Bylaws as a MS Word® or Adobe Acrobat® file.

- Submit the completed electronic copy of the Code of Ethics as a MS Word® or Adobe Acrobat® file.
  - Submit the completed electronic copy of the Complaint Policy as a MS Word® or Adobe Acrobat® 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® or Adobe Acrobat® file.
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## REQUEST 15: R-15A: EXTERNAL SCHOOL RELATIONS

Describe any current relationships with any district public school, charter school, and/or private/independent school. For example, some schools will conduct joint professional development sessions or establish mentorship or other student to student relationships. Describe how these partnerships benefit the school and students or how the partnership allows the school to share best practices and innovations with nearby low-performing schools.

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

**What to submit:**

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

## REQUEST 16: R-16A: FACILITY PLAN

Describe how the education corporation's facility plans for the proposed charter term including any commitments that partner organizations or host districts have made to support the charter. Include any upcoming facility changes that the education corporation is planning for the next charter term.

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

**What to submit:**

- Submit the completed electronic copy of the Facility Plan as a MS Word® or Adobe Acrobat® file.
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## REQUESTS 17-20: NOT APPLICABLE FOR RENEWAL

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## 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. The narrative must align with the education corporation's [Five-Year Budget Projection Template](#), which is available on the Institute's website. Clearly describe any facility financing plans and the related timing of such transactions.

Please include a clear contingency plan detailing how the education corporation will address potential shortfalls in funding in the event anticipated federal grants are delayed, or student enrollment does not meet expectations. This plan should outline specific steps the education corporation will take to maintain operations and ensure financial viability for consistency for students.

For schools that received a Fiscal Performance Summary including concerns about the financial viability of the education corporation moving forward, please include the minimum number of enrolled students the education corporation needs to remain financially viable throughout the term while delivering a mission aligned, sound educational program.

### **R-21B: FISCAL POLICIES AND PROCEDURES MANUAL**

Provide the most recent Fiscal Policies and Procedures Manual. Please include the date of the most recent board review of the manual on the manual or included with the response. The Institute recommends that the board review and update/approve the manual on an annual basis. If the education corporation had any material concerns during the charter term, the manual should be reviewed within the last school year.

### **R-21C: PROOF OF DISSOLUTION FUND**

Provide bank statements proof of the Dissolution Reserve Fund as separate account balances 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. Please 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 detailed 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 school 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® or Adobe Acrobat® 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® or Adobe Acrobat® file.

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**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® or Adobe Acrobat® file.

# APPENDIX A: REVISION REQUESTS WITH RENEWAL

If the education corporation is applying for grade expansion, please notify the 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.

Ensure all submissions for a renewal request outlined below reflect the proposed new grades to be served. 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 Application for Charter Renewal 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.

During the renewal visit, the visit team will dedicate time to discuss the expansion request with school leadership and during the board interview.

The following chart outlines the submissions the education corporation should submit in addition to the Renewal Application submissions to apply for grade expansion:

<b>Request</b>	<b>Submission Title</b>	<b>File Type</b>
2	R-02EXa – Mission	MS Word® or Adobe Acrobat®
	R-02EXb – Key Design Elements	MS Word® or Adobe Acrobat®
3	R-03EXa – Community Analysis	MS Word® or Adobe Acrobat®
5	R-05a – Proposed Enrollment Chart	MS Word® or Adobe Acrobat®
6	R-06a – Curriculum and Instruction	MS Word® or Adobe Acrobat®
	R-06b – Accountability Plan	MS Word® or Adobe Acrobat®
7	R-07a – School Calendar	MS Word® or Adobe Acrobat®
	R-07b – Schedule	MS Word® or MS Excel®
10	R-10a – Student Policies	MS Word® or Adobe Acrobat®
12	R-12EXa – Staffing Plan	MS Word® or Adobe Acrobat®
14	R-14EXa – Action Plan	MS Word® or Adobe Acrobat®
16	R-16EXa – Facility Plan	MS Word® or Adobe Acrobat®
21	R-21EXa – Fiscal Plan	MS Word® or Adobe Acrobat®
	R-21EXd – Budget Projection	MS Excel®
23	R-23EXa – Supplemental Information	MS Word® or Adobe Acrobat®

The details below provide information regarding what to include in each submission:

## REQUEST 2: MISSION AND KEY DESIGN ELEMENTS

### R-02EXA: MISSION STATEMENT

Provide an updated mission statement, if applicable.

### R-02EXB: KEY DESIGN ELEMENTS

Provide updated Key Design Elements, if applicable.

#### **What to submit:**

- Submit the submission request as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 3EX: COMMUNITY DEMAND AND OUTREACH

### R-03EXA: COMMUNITY ANALYSIS FOR EXPANSION

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.

### R-03EXB: COMMUNITY DEMAND

Include the analysis and efforts the organization made to understand the demand in the community for the proposed grade expansion. The school should make a compelling case as to how they will ensure the school meets its enrollment goals if the program is approved.

#### **What to submit:**

- Submit both submission requests as a MS Word® or Adobe Acrobat® file.
-

## REQUEST 5EXA: ENROLLMENT CHART

Provide an updated enrollment chart with age ranges.

### **What to submit:**

- Submit the submission request as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 6EX: ACADEMIC PROGRAM

### R-06EXA: EDUCATION PROGRAM

Provide a description of the academic program and how it would be similar to and different from the existing school programs including curricular materials, assessment system, promotion requirements, and strategies for meeting the needs of at-risk student populations (students with disabilities, English language learners, and those generally at-risk of academic failure) within the context of the proposed program and proposed professional development activities.

Provide a detailed description of the process that would be used to develop curricula for additional grades including but not limited to the timeline for completion, who would oversee and lead the process, how teachers would be involved, and how the school would ensure continued alignment to the New York State Core Curriculum. Include any information about the curricular framework the school has in place for the new grades at the time of this application.

Please note: If another school under the education corporation already serves these grades and plans to implement the same academic program, this submission is not required.

### R-06EXB: ACCOUNTABILITY PLAN

Updated Accountability Plan using the Institute template for the applicable grades.

### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 07EX: CALENDAR AND SCHEDULE

### R-07EXA: SCHOOL CALENDAR

Provide an updated school calendar with the requested grade levels, if applicable.

### R-07EXB: SCHOOL SCHEDULES

Provide an updated submission for school schedules with the requested grade levels. Include the appropriate minutes for the grade level you are requesting to serve.

### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
-

## REQUEST 10EX: STUDENT POLICIES

### R-10EXA: POLICIES

Please provide for any updated school policies. For example, if the school is going to have different discipline policies for the middle and high school programs, a copy of the revised policy should be included. Further, if the school board is going to change its oversight in any way (e.g., new committee structure), updated bylaws should be included.

#### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 12EXA: STAFFING PLAN

Please provide an updated staffing plan for each year of the charter term and an overall organization chart. The staffing plan should account for all instructional, non-instructional, and administrative positions for each year, demonstrating how the school's staff members would grow over time and should be consistent with the updated budget. The organization chart should clearly outline the reporting structure of all major groups of employees and be accompanied by a narrative that describes this structure.

#### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 14EXA: ACTION PLAN

Provide a detailed action plan the education corporation will engage in to expand its grade levels.

#### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 16EXA: FACILITY PLAN

A detailed description of the facility plan. This plan should be consistent with the details of the updated budget. If a draft lease is available, it should also be provided.

#### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## REQUEST 21EX: FISCAL SOUNDNESS

### R-21EXA: FISCAL PLAN

Provide an updated school calendar with the requested grade levels, if applicable.

## **R-21EXD: BUDGET PROJECTION**

Updated five-year budget template reflecting increase in enrollment, staffing, and educational program.

### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
- 

## **REQUEST 23EXA: 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.

### **What to submit:**

- Submit the submission requests as a MS Word® or Adobe Acrobat® file.
-

# APPENDIX B: TERMS AND DEFINITIONS

***Education Corporation:*** A charter school education corporation is a New York not-for-profit education corporation that comes into existence through the issuance of a charter and the subsequent formation of a corporation by the New York State Board of Regents (the “Board of Regents”). Each charter school education corporation is entitled to operate one school in one or more sites for each charter issued to it.

***School:*** A school is a vehicle for the delivery of a complete educational program to students that has independent leadership; dedicated staff members; and, defined facilities. An education corporation may have the authority to operate more than one school so long as a charter has been issued for each such school. Note that a school may be housed in more than one physical site. A school is its own Local Educational Agency (“LEA”) for federal program purposes except for the education of students with disabilities, and its own accountability unit for purposes of the federal Elementary and Secondary Education Act of 1965 (“ESEA”) as amended by the Every Student Succeeds Act (“ESSA”).

***Charter Management Organization (“CMO”):*** CMO describes any not-for-profit charter management organization, educational service provider, or partner organization providing a majority of the educational management services at a charter school.

***Site:*** A site is one of a number of facility locations for a single charter school. Sites are typically grouped by grade range (e.g., Kindergarten – 4<sup>th</sup> grade site, 5<sup>th</sup> – 8<sup>th</sup> grade site, or 9<sup>th</sup> – 12<sup>th</sup> grade site). A site would not be its own LEA, ESSA unit or State Accountability Designation. More than one charter school building tightly clustered (i.e., a campus) would also be a “single site” under New York Education Law. Without receiving an additional charter, an education corporation may not educate students of the same grade level in more than one site. The number of charters issued to an education corporation will determine the maximum number of sites it may have for any particular grade.

***Partner Organization:*** A partner organization is a non-profit entity, such as a community-based organization, college, university, museum, educational institution, or other organization authorized to do business in New York that would provide support to the school or be responsible for managing and/or providing services to the school whether or not such goods, services, facilities, etc., would be provided free of charge or pursuant to a contract or shared service agreement with the education corporation.

***SUNY Charter Schools Committee (the “Committee”):*** The SUNY Charter Schools Committee is a committee of the State University of New York Board of Trustees (the “SUNY Trustees”) that has been delegated the authority to act on behalf of the full SUNY Board of Trustees regarding approval of new SUNY authorized charters.



**Charter Schools Institute**  
The State University of New York

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