

2026 TRANSMITTAL AND SUMMARY FORM

Please refer to the 2026 SUNY Request for Proposals document available at <https://www.newyorkcharters.org/resource-center/applicants/> when completing this form. Contact charter.newapp@suny.edu with any questions.

Proposed School Information			
(note: if proposing multiple schools, a separate Transmittal is required for each one)			
Proposed Charter School Name: (Must include words "Charter" and "School")			
Education Corporation Name (if different than proposed charter school name):			
Proposed Opening Date (Month/Year):		Ed. Corp Status:	
School District of Location (or NYC CSD):			

Proposed Grades to be Served and Enrollment			Proposed Affiliations (if applicable)	
Charter Year	Grades	Enrollment	Charter Management Organization ("CMO"):	
Year 1			CMO Contact Info (Name, Phone):	
Year 2			Partner Organization:	
Year 3			Partner Contact Info (Name, Phone):	
Year 4			<i>NOTE: A CMO provides a majority of educational management services at a school, a partner organization is a non-profit entity that provides space or support to the school but is does not provide a majority of educational management services.</i>	
Year 5				

Lead Applicant(s) Contact Information					
Lead Applicant Name:					
Applicant is a (check all that apply):	Parent	Teacher	School Administrator	District Resident	SUNY Ed Corp/Charter School
Organization Name (if applicable):					
Applicant Mailing Address:					
Phone Number (direct line):		Secondary Phone Number:		Email Address:	

Secondary Applicant Name (if applicable):					
Applicant is a (check all that apply):	Parent	Teacher	School Administrator	District Resident	SUNY Ed Corp/Charter School
Organization Name (if applicable):					
Applicant Mailing Address:					
Phone Number (direct line):		Secondary Phone Number:		Email Address:	

Media/ Public Contact Information (Note: this information will be publicly posted on the Institute's website)

Name:

Phone #:

Email:

Program Design

Provide the proposed school's mission statement in the space below. **(Maximum 200 words.)**

Provide the proposed school's key design elements. Provide a brief **(up to 50 words)** description of each key design element.

Provide a brief overview of the proposed school's academic program in the space below. The description should address any specific philosophical, instructional, curricular, or other approaches the school intends to implement and the rationale for this selection. **(Maximum 500 words.)**

Proposed Board Members

Provide a list of all proposed board members below. The Institute understands that applicants may add trustees to the education corporation's board in the future but expects applicants to have at least five board members at the time of application submission and identify a Chair, Vice-Chair, Secretary, and Treasurer. All proposed board members must undergo background checks and be present at an interview to constitute a functioning board in order for the Institute to recommend the charter for approval.

For each proposed trustee please provide a brief biographical statement (**maximum of 200 words each**) that includes each proposed trustee's:

- Name;
- Proposed charter school board title, if applicable (e.g., Chair, Vice-Chair);
- Current job title/position and company/organization;
- Past job title(s)/position(s) and company/organization (if applicable);
- Educational background including degree(s) earned and institution(s); and,
- Any relevant experience including boards, volunteering, community organizations, etc.

Lead Applicant Signature	
Signature:	

By signing this Proposal Transmittal Form, the Lead Applicant certifies that the information contained in this proposal to establish a charter school pursuant to the New York Charter Schools Act with the State University of New York Board of Trustees is true and accurate to the best of his or her knowledge.

NOTE: The Institute only accepts valid digital signatures or physically signed scanned copies. Please do NOT submit typed signatures. Please contact the Institute directly if you have questions