

2026 PreOpening Timeline

This timeline outlines the key milestones and deadlines for the 2026 PreOpening process. It is important to adhere to these dates to ensure a smooth transition into the new school year.

Milestone	Date	Notes
PreOpening Official Start	December 15, 2026	Year Zero Module 1 Introduction
Certificate of Occupancy	ASAP, Ongoing	Guidance available in the 2024 Guide to Facilities Reporting , pg. 5-8
Institute Module Webinars	Ongoing, Spring 2026	The Institute will host a series of webinars by each department
First Document Set Deadline	May 1, 2026	First set of PreOpening Deliverables due to Institute
Document Review Complete	May 15, 2026	Institute will communicate any concerns/issues with first set of deliverables
First Document Deadline?	June 2, 2026?	May 1 documents finalized?
Second Document Set Deadline	August 3, 2026	Second set of PreOpening Deliverables due to Institute
Second document deadline	August 1?	Remaining documents completed?
PreOpening school visit	August 2026 Based on school opening date	The Institute conducts a PreOpening visit, then issues the Commencement of Instruction letter

Who to Go to For What

Area of Inquiry	Contact Email
Accountability Plans	charter.accountability@suny.edu
Board Meeting Minutes	charter.compliance@suny.edu
Board Member Changes	charter.compliance@suny.edu
Charter Revisions	charter.legal@suny.edu
Charter Schools Program (CSP) Grants	valerie.martin.kowalski@nysed.gov
Complaints	charter.schools@suny.edu
Enrollment	charter.compliance@suny.edu
Epicenter Technical Support	charter.epicenter@suny.edu
Compass Support	charter.finance@suny.edu
Evaluation Visits	charter.academic@suny.edu
Facility Agreement/Changes	charter.facilities@suny.edu
Financial Audit	charter.finance@suny.edu
Fingerprinting	charterapp.fingerprinting@suny.edu
First Year School Evaluation Visits	charter.academic@suny.edu
Lottery	charter.legal@suny.edu
Quarterly Financial Reports & Fiscal Audits	charter.finance@suny.edu
Renewal Process and Visits	charter.academic@suny.edu
Replication/New School Application	charter.newapp@suny.edu
School Performance Data	charter.accountability@suny.edu
State Stimulus Fund (SSF) Grants	charter.finance@suny.edu
Teacher Certification Documentation	charter.compliance@suny.edu
Teacher Certification Requirements	charter.compliance@suny.edu

Should you have an inquiry not addressed here, please email your question to charters@suny.edu or call the Institute at 518.445.4250