

2026 PreOpening Written Assurances Signature Form For New SUNY Authorized Replicator Schools

This PreOpening assurances form is only for use by education corporations who currently operate one or more SUNY authorized schools. Education corporations opening a new standalone charter school or replicating a charter school that is not authorized by SUNY must sign and submit the new standalone and non-SUNY authorized replicator written assurances form.

_____ makes the following assurances:

[school name]

Governance

- The education corporation provides a media notice regarding each board meeting in accordance with the Open Meetings Law, and the education corporation posts information regarding board meetings on its website in accordance with the Open Meetings Law. More information is available on the [Institute's Legal Compliance website](#).

Serving Students with Disabilities

- The school has hired an appropriately certified students with disabilities coordinator for programs serving students with disabilities in accordance with Exhibit C of the Charter Agreement, Assurances Regarding Students with Disabilities. Certification may be in any students with disabilities title, or the coordinator may hold a related license such as a counsellor or therapist and have specific experience with students with disabilities and the Individuals with Disabilities Education Act and Committee on Special Education ("CSE") processes.
- The school is able to serve these students or has/will contact the CSE within 10 days to provide services to students with disabilities.
- Copies of student Individualized Education Programs ("IEPs") will be distributed to classroom teachers and are stored in lockable storage containers or password protected electronic storage systems.

Operations

- The school will implement a school calendar and class schedules which provide a minimum of 176 instructional days and 900 (K-6)/990(7-12) instructional hours, as per NYSED guidance.
- The school has requested or received each student's prior school records.
- Each student has proper immunization and health records on file, and students who have not been immunized or exempted will be barred from school after 14 days. (Note that state law no longer permits religious exemptions. More information is available [here](#).)

- The board has developed and adopted or will develop and adopt both a comprehensive district-wide school safety plan and a building-level emergency response plan (“SAVE Plans”) in accordance with Education Law § 2801-a. With respect to the district-wide school safety plan, the board has or will:
- Make a copy of the draft plan available for public comment at least 30 days prior to adoption by the board;
 - Hold a hearing to meet with required groups (parents and teachers) prior to adoption of the plan;
 - Adopt a final SAVE plan; and,
 - Send the final SAVE plan to NYSED, and revise the plan as directed by NYSED.

With respect to the building-level emergency response plan, the school has or will file it with the appropriate local law enforcement agency and with the N.Y. State Police within 30 days of its adoption by the board.

- The school has adopted policies and procedures for annual school safety training for staff members and students including annual staff member training on the emergency response plan in accordance with Education Law § 2801(2)(h).
- The school has provided written materials to mandated reporters explaining the requirements and the school has or will conduct annual training.
- The school has in place and will implement the same policies relating to discipline, complaints, the Family Educational Rights and Privacy Act ("FERPA"), health policies, the NY Freedom of Information Law ("FOIL"), and the NY Open Meetings Law as the education corporation's existing SUNY authorized charter school(s), the current versions of which are all on file with the Institute.
- The school will distribute handbooks, policies, calendars, and class schedules to students and families within 10 days of the first day of classes.
- The school has made appropriate provisions for student transportation.
- The school has made appropriate provisions for student food service.
- The school has an established fingerprint policy that covers all personnel (including cafeteria, maintenance, office, transportation staff, etc.) regardless of whether they are employed directly by the education corporation.

Finance

- An accounting system with internal controls and fiscal policies is in place for the school, and those policies are the same as other schools within the education corporation, as applicable.

- The school has established a payroll system and, if offered, properly allows employees to consent to 12 month payroll.

- The Initial Statement process in the Charter Agreement is complete including all follow-up steps.

The Institute accepts both valid digital signatures and physically signed scanned copies.

Signature

Title

Date