



Charter School

New Charter School Application

Completion Guidance

Purpose

The purpose of this document is to provide guidance for individuals looking to submit a New Charter School Application for consideration of the University Office of Charter Schools. While not intended to address every question which may arise, the information contained here should guide you effectively as you complete and submit the New Charter School Application.

Note 1: Information may be copied from the approved Statement of Intent as applicable.

Note 2: If a change has been made since the Statement of Intent was approved, please indicate in the appropriate section of the new charter school application.

Section 1 – School Overview

- **Name of Proposed School**
 - Provide the name of the proposed charter school.
 - Include the location of the proposed charter school, including city/town and the school corporation currently serving the location.
- **Primary Contact Person**
 - Provide the name of the primary contact.
- **Mailing Address**
 - Provide the mailing address for the primary contact identified above.
 - This may be the address of the proposed charter school.
- **Phone**
 - Provide the phone numbers for the primary contact identified above.
- **Email**
 - Provide the email address for the primary contact identified above.
- **Application Type**
 - Please indicate the type of charter school organizer that is applicable for the new charter application:
 - New Operator
 - Existing Operator
 - Conversion Operator

Section 2 – Founding Team Information

- List the names of each member of the proposed governing board and proposed school leaders.
- Provide the current role the respective individual currently holds with their employer or other organization.
- Identify the role the respective individual will have with the proposed charter school.

Section 3 – Third-Party Use

- Identify whether or not the proposed charter school will utilize third-party education service providers.
- If yes, identify the names of the ESP (Educational Service Providers), while also providing the type of services to be provided.
- Identify whether or not the proposed charter school will utilize an existing or planned charter management organization (CMO).
- If yes, identify the name of the CMO and/or other partner organization.

Section 4 – Grade Level and Enrollment Summary

- Provide the following information:
 - Proposed Grade levels to be served by the charter school:
 - For example...K-6, 6-8, 7-8, 9-12, K-12
 - Include a break down by operating year.
 - Projected enrollment, by grade, by year:
 - Total student enrollment projected by year, based on the proposed grade levels listed above.
 - Identify facility and proposed charter school enrollment capacity.

Executive Summary

- Respond to the written application prompts contained in the executive summary.
- A proposed number of pages for the respective section is provided for consideration as you complete this section of the application.
 - Reference the executive summary.

Outline

- In the first two pages of the executive summary provide a written response on why the time is right for the proposed new charter school.
- Include why and how the community will benefit from the proposed new charter school.
- Identify the strengths, skills, and expertise of the proposed governing board members and elaborate on how the individual and collective talents will serve the proposed new charter school.

Section 1 - People

- In this section, please provide the information requested in the executive summary section of the actual application, which will focus on the community the proposed new charter school will be serving.
 - Further, you are to describe the community while also providing information on the key stakeholders who will be engaged to ensure a positive launch and long-term success for the proposed new charter school.
- Include the proposed governing board and founding team's approach with ensuring the voice of the community will be heard and utilized for the structuring of the proposed new charter school.
- Provide information on the community partnerships which have been established (or are to be considered) with a focus on benefitting of the children served by the proposed new charter school.

Section 2 – Charter School Model

- Under section 2, the application is to detail the mission and purpose of the proposed new charter school.
 - You may expand on the information provided within the Statement of Intent.
- Provide information on the design elements of the proposed new charter school, which will include curriculum and instructional approaches selected for use.
- Ensure information is provided around how the proposed new charter school will provide for English learners, as well as students with disabilities.
- Include the school's plan for ensuring a safe and positive learning environment.
- Provide information as to the needs and challenges of the community, the proposed new charter school will serve.

Section 3 – Execution

- In this section the proposed governing board is to provide information such as:
 - The organizational structure of the proposed new charter school.
 - Description of the governing board organization to ensure effective strategic oversight.
 - Provide a project timeline (Such as a Gannt chart) for the successful launch of the proposed new charter school.

- Include information on facility preparation plans.
- Include information on transportation plans.
- Ensure each founding team and proposed governing board member reviews and signs a Statement of Assurances document.
- Provide established policies for review.
- Provide copies of board resolutions and minutes.
- Financial budgeting and strategic planning information are to be provided in this section.

Section 4 – Signature of Applicant

- Print the name and provide a signature from the primary contact.
- The New Charter School Application is now ready to submit to the University of Southern Indiana Office of Charter Schools for review.

Authorizer Review

- Upon receipt of the New Charter School Application the University of Southern Indiana Office of Charter Schools will conduct a review of the information provided.
- During this review, questions and/or need for further clarification of the information provided will be coordinated with the primary contact as listed in the New Charter School Application.
 - Reference the New Charter Process timeline provided earlier for detail on the application review process.
- A decision to approve or reject a New Charter School Application will be provided in writing by the University of Southern Indiana Office of Charter Schools.
- If approval is granted to proceed with the proposed new charter school, the University of Southern Indiana Office of Charter Schools will provide guidance as to the next steps, which will include a meeting with the proposed governing board.