2014 APPLICATION REVIEW PROCESS AND TIMELINE

2014 Application Review Process Activity		Review/Approval Round 1 Spring Round	Review/Approval Round 2 Fall Round
Draft 2014 Request for Proposals (RFP) and Application Kit Posted for comment at the NYSED-CSO website at http://www.p12.nysed.gov/psc/startcharter	December 2013		
Information Sessions / Meet and Greets **For potential new applicants**	January – February 2014		
2014 Request for Proposals (RFP) and Application Kit Final Application Kit posted		January 2014	January 2014
Phase I: Letter of Intent Submission is by upload to https://nysed-cso.fluidreview.com. Letters of Intent that do not provide all requested information and meet submission requirements will not be accepted.		Deadline February 3 3:00 p.m.	Deadline July 7 3:00 p.m.
Review of Letter of Intent All Letters of Intent are reviewed prior to being accepted. Lead applicants are notified. Lead applicants with accepted Letters of Intent are invited to submit a Full Application for consideration by the Department and Regents. Full Applications may be submitted in Round 1 or Round 2.		By February 10	By July 14
Phase II: Full Application Submission is by upload to https://nysed-cso.fluidreview.com. Each Full Application submitted must adhere to page limitations and must be uploaded before 3:00 p.m. The Certification and Assurances Statement must include the electronic signature of the lead applicant(s).		Deadline March 28 3:00 p.m.	Deadline August 18 3:00 p.m.

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Public Comment The public may submit comments on applications through charterschools@mail.nysed.gov or by mail to NYSED Charter School Office, 89 Washington Avenue, EBA 465, Albany, NY12234.	Throughout review process		
Public Hearings Public hearings on charter school applications must be conducted by the districts of location within 30 days of notification of receipt of an application by the NYSED Charter School Office.		March – May	September – October
Panel Review of Full Application The Full Application will be screened by NYSED for completeness before being accepted and sent for full evaluation by review panels. (*Incomplete applications will not be accepted*).		March - April	September
Phase III: Capacity Interviews NYSED conducts interviews with qualified applicant groups and proposed boards of trustees. (*If applicable, CMO representatives may be included in capacity interview).*		April 7 – May 9	September 22 – October 10
Phase IV: Request for Modifications Following the capacity interviews, NYSED may request that applicant groups/founding boards make technical modifications to charter applications.		May	October
Reviewer Feedback to Applicants NYSED prepares written recommendations for the Board of Regents and provides applicants not recommended for Board of Regents approval with comments and summative feedback from reviewers.		May – June	November – December
Charter Agreement Calls NYSED and the founding boards of the charter schools recommended for Board of Regents approval preview/discuss the terms and conditions of the proposed charter agreement with the Board of Regents.		June	November

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Board of Regents Action The Board of Regents will review the recommendations, and vote to approve or deny, at its regularly scheduled meeting. For those applicant groups whose applications are approved, the Board of Regents will issue a charter.		June 23-24	November 17-18