APPLICATION REVIEW PROCESS AND TIMELINE
(revised 1/10/2013)

2013 Application Review Process Activity	Preliminary Review/Approval Round 1	Formal Review/Approval Round 2
Draft Request for Proposals Posted A Preliminary 2013 Request for Proposals (RFP) and Application Kit posted on the NYSED-CSO website at http://www.p12.nysed.gov/psc/startcharter in January, and will be formalized on September	RFP posted January 15	RFP posted January 15
Phase I: Letter of Intent Submission is by upload to https://nysed-cso.myreviewroom.com. Letters of Intent that do not provide all requested information and meet submission requirements will not be accepted.	Deadline February 1 5:00 p.m.	Deadline September 4, 5:00 p.m.
Review of Letter of Intent All Letters of Intent are reviewed for completeness prior to being accepted for review. Lead applicants whose Letters of Intent have been accepted are invited to submit a Full Application for consideration by the Department and Regents.	February	Early September
Phase II: Full Application Submission is by upload to https://nysed-cso.myreviewroom.com. Each Full Application submitted must adhere to page limitations and must be uploaded before 5:00 p.m. The Certification and Assurances Statement must include the electronic signature of the lead applicant(s).	Deadline March 15 5:00 p.m.	Deadline September 18 5:00 p.m.
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, NY 12234.	Deadline November 15	Deadline November 15
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.	September through October	September through October

2013 Application Review Process Activity	Preliminary Review/Approval Round 1	Formal Review/Approval Round 2
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	Late 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 - May	October
Phase IV: Request for Modifications Following the capacity interviews, NYSED may request that applicant groups/founding boards make technical modifications to charter applications.	May	November
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	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.	Summer	November
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.	November or December	November or December