



New Charter School Application Submissions **Applicant Instructions**

PLEASE READ THE 2012 RFP AND APPLICATION KIT THOROUGHLY

<http://www.p12.nysed.gov/psc/startcharter.html>

1. Applicants must submit new charter school application materials via the Department's Charter School Office online portal. (Applicants submitting via email as directed in the 2012 RFP and Application Kit will be contacted after submission to upload their completed Letter of Intent through the online portal). To access this portal, copy and paste or type the following URL into your web browser: <https://nysed-cso.myreviewroom.com> and hit enter or return where your browser will open to the landing page and "Welcome" message.
 2. After reading the "Welcome" message, applicants must register to create an account. Click "Sign Up" on the right hand side of the landing page and you will be sent to the account creation page. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to portal using the URL provided above or included in the confirmation email.
 3. Once your account is created, you may be asked to identify as a "New Applicant" and to type in the name of the proposed charter school. Applicants seeking to establish a new charter school will be directed to set of required tasks. The tasks associated with the submission of a Letter of Intent to Apply include:
 - Complete task "Letter of Intent Applicant and Media Contact Form"
 - Complete task "Letter of Intent to Apply: Narrative for Sections I, II, III, & IV"
 - Submit your application
- 3a. Click on a task to open. From there, you will complete a form and upload the required 5 page document. Once you have completed a task, you may preview your submission and/or download a copy for your files.
 - 3b. Applicants will be able to sign in and out of the room as much or as little as desired to "view", "edit", and "delete" application materials until 5:00 PM on June 25, 2012.
 - 3c. Applicants may still edit submissions even after completion as long as the deadline has not passed. To log back into your account at any time, go to

<https://nysed-cso.myreviewroom.com> and sign in using the email address and the password you previously created. Please note: Applicants must completed all of the required tasks and click on “Submit your application” to have your submission move forward for review. Here, you may also download the entire document for your files.

Other things for applicants to know:

- a. Upon sign-in, the lead applicant may edit basic school information (i.e., change or correct the spelling of the name of the proposed charter school) by clicking on “Edit Information” to the right of the screen just under the blue SED-CSO banner.
- b. On the applicant task page, the lead applicant may grant access to other members of the applicant or founding group including consultants if so desired. The lead applicant (known as the owner within the portal) may grant other members “read only” or “full access” by clicking on the “Add Members” to the right of the applicant task page. After the lead applicant has added other members by inputting member email addresses directly into the system, other members of the group may sign in using the same URL (<http://nysed-cso.myreviewroom.com>) provided above.
- c. Applicants may access the 2012 RFP and Application Kit, Budget Template, and other resources with a click on the “Resources” link in the upper right hand corner of the blue SED-CSO banner. These resources will open in separate windows. These documents and others referenced in the 2012 RFP and Application Kit and herein are also available on the web at <http://www.p12.nysed.gov/psc/startcharter.html>.
- d. If you use a web browser other than Internet Explorer (i.e., Safari, Firefox, Mozilla, Google, etc.), applicants will be able to run the “Spell Check” feature of the browser to check for spelling and grammatical errors when typing into the Applicant Information and Media Contact Form. Internet Explorer does not have this feature.
- e. Should you have any questions about the application process, please send an email to charterschools@mail.nysed.gov.
- f. Should you require technical support, please send an email to support@myreviewroom.com.
- g. Applicant(s) will receive an email from the portal to acknowledge receipt of their respective submission.

THANK YOU,

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