



To: New charter school applicant teams and New York City charter schools
From: Miriam Sondheimer, Co-CEO of the Office of Portfolio Management
Subject: New charter applicants and charter schools seeking to expand in New York City requesting public space
Date: December 26, 2013

This memo provides guidance for applicant teams seeking to apply for new charter school authorization in New York City that are seeking public space, and for current charter schools that are planning to expand in DOE space. This guidance describes how teams will work with the New York City Department of Education (NYCDOE) in order to be considered for available space. The NYCDOE helps to secure public facilities for charter schools when feasible.

- All new charter school applicant teams seeking to open in 2014 must apply through the New York State Education Department (NYSED) or the State University of New York (SUNY) Charter Schools Institute Request for Proposal (RFP) process. The timing varies for each RFP; please visit the SED or SUNY websites for more details:
 - NYSED <http://www.p12.nysed.gov/psc/startcharter.html>
 - SUNY <http://www.newyorkcharters.org/openAppKit.htm>
- All current charter schools who are seeking to expand their grades or enrollment will need to be approved by their authorizer. Space will not be considered unless you have submitted the proper paperwork to your authorizer for approval. The process varies by authorizer, please see below for relevant information by authorizer:
 - DOE http://schools.nyc.gov/NR/ronlyres/15A7F87A-E8F6-46BB-A820-8ADB6441B7AC/0/CSASCharterRevisionandBoardMemberChangePresentation_111612.pdf
 - SED <http://www.p12.nysed.gov/psc/documents/charterrevisionTA21.09.10.seb.PDF>
 - SUNY <http://www.newyorkcharters.org/schoolsCompliChangeRequest.htm>

In addition, any applicant or school seeking public space must fill out a Request for DOE Space. The Request Form can be found at <https://docs.google.com/spreadsheet/viewform?formkey=dHNTYVFueWd4RWhtmlW5CNHBqVIEzLUE6MQ>

Please note that filling out the Request Form helps guide our planning, but does not guarantee you space in a NYCDOE building. If you are a new charter applicant, you must still follow all the guidelines laid out in SUNY/NYSED's RFP and plan for private contingency space.

• Next Steps:

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| Step 1: Complete the Request for DOE Space form | Due January 31, 2012 (or as soon as possible) | Please fill out all required fields on the request form. It is important for us to have this information for planning purposes. |
| Step 2 (for new charter school applicants only): Complete full charter application | Dates vary; please check NYSED or SUNY websites listed above | Please send a copy of your submitted application to the DOE once you have submitted it to the appropriate authorizer. Having a copy of your full application and understanding of your model is helpful to us during our engagement process. |
| Step 3: Meet with NYCDOE | Ongoing | The NYCDOE reserves the right to evaluate teams seeking public space. It is important that we assess the capacity to meet the needs of NYC students with the highest quality options. |

We encourage all applicants/schools to contact us at 212.374.5419 or charterschools@schools.nyc.gov to discuss available space and/or programmatic needs.