



**STARTING A CHARTER SCHOOL  
AUTHORIZED BY THE BOARD OF REGENTS  
PLEASE READ THE 2014 RFP AND APPLICATION KIT THOROUGHLY**  
<http://www.p12.nysed.gov/psc/startcharter.html>

1. Applicant groups seeking to apply to establish a charter school are required to submit application materials via the Charter School Office online portal. To access this portal, copy and paste or type the following URL into your web browser: <https://nysed-cso.fluidreview.com> and your browser will open to the landing page or “Welcome” message. Applicants may create only one account per application.

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← → ↻ <https://nysed-cso.myreviewroom.com> 🔍 ☆ ☰

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Home Sign In

**CHARTER SCHOOL OFFICE**  
Online Portal for Submission of New Charter School Applications

**Welcome to the Charter School Office Portal!**

The State Education Department has posted the *2014 Request for Proposals to Establish Charter Schools Authorized by the Board of Regents and the 2014 Charter School Application Kit* on the web at: <http://www.p12.nysed.gov/psc/startcharter.html>. Please read the RFP and application kit thoroughly.

The Department will provide two opportunities for applicant groups to submit proposed charter school applications. Applicant groups must submit Letters of Intent by **3:00 p.m. on February 3, 2014 for Round 1** or **July 7, 2014 for Round 2**. If invited, applicants will submit Full Applications by 3:00 p.m. on March 14, 2014 for Round 1; or by 3:00 p.m. on July 18, 2014 for Round 2. The Board of Regents will act on staff recommendations at its regularly scheduled meetings in June (Round 1) and November, 2014 (Round 2).

The portal for submission of new charter school applications under Round 1: Application Review and Approval is open for registration and submission of a Letter of Intent, which must be submitted by the **3:00 p.m. deadline on February 3, 2014**.

Thank you for your commitment to develop and sustain high quality charters in New York State.

**Sign In**

Email:

Password:

[Trouble Signing In?](#)

Registration is closed.

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2. After reviewing the “Welcome” message, applicants must register to create an account. Click on “Sign Up” on the right hand side of the landing page and you will be sent to the account creation page. Please name your application after the school you seek to establish, and include the words, “charter” and “school” in the school name as required by statute.
3. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to portal using the URL provided or included in the confirmation email.
4. Once your account is created, you will be asked to identify as a “New Applicant” (even if you have submitted an application in a previous round) 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 Public Contact Information Form"
- Complete task "Letter of Intent to Apply: Narrative for Sections I, II, III, & IV"
- Submit your application

**Submit Letter of Intent to Apply**

**APPLICANT INFORMATION AND INSTRUCTIONS:**

The submitted Letter of Intent to Apply is a public record, and NYSED will post on the web all Letters of Intent to Apply received. Personal contact information will be redacted from the document, but all other information will become public. All applicants seeking to establish a charter school authorized by the Board of Regents to open in 2014 must submit a Letter of Intent, not to exceed 5 pages in length, by **3:00 p.m. on February 3, 2014 or 3:00 p.m. on July 7, 2014**.

Please complete the tasks below and click on the SUBMIT button.

Task	Actions	Status	Deadline
<a href="#">Letter of Intent Applicant and Media Contact Form</a>		Incomplete	
<a href="#">Letter of Intent to Apply: Narrative for Sections I, II, III, and IV</a>		Incomplete	

**APPLICANT INSTRUCTIONS:**

All applicants seeking to establish a charter school authorized by the Board of Regents to open in 2014 must submit a Letter of Intent to Apply, which requires completion of this applicant and contact information form, and an upload of your 5 page Letter of Intent to Apply as outlined in the 2014 RFP and Application Kit.

**APPLICANT INSTRUCTIONS:**

**Phase I: Letter of Intent to Apply (See pages 14 of the 2013 RFP and Application Kit for guidance)**

The Letter of Intent is designed to collect basic school design information about the applicant group, school

**Members**

- Test User owner
- Add Member
- Edit Members
- Withdraw Application

[Back to Submission](#)

- a. Scroll down and click on the first task to open (and you may complete tasks in any order, but we will begin with the first task). Applicant and Public Contact Information Form. Upon completion of this task or any task, click on "Back to Your Submission" at the top right side of the page. You may preview your work and/or download a copy for your files.

**NYSED.gov CHARTER SCHOOL OFFICE**  
Letter of Intent Applicant and Media Contact Form

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Home » TEST-SUBMISSION » Letter of Intent Applicant and Media Contact Form

**Letter of Intent: Contact Information Form**

Note: The submitted Letter of Intent to Apply is a public record, and NYSED will post all Letters of Intent received on its website. Personal contact information will be redacted from the document, but all other information will become public.

All applicants seeking to establish a charter school authorized by the Board of Regents to open in 2014 must submit a Letter of Intent to Apply, which requires completion of this contact form, and an upload of your 5 page Letter of Intent to Apply as outlined in the 2014 RFP and Application Kit. Please submit these tasks by 3:00 PM on February 3, 2014. Applicants who do not submit a complete Letter of Intent to Apply by the 3:00 PM deadline will not be permitted to submit a Full Application.

**a. Proposed Charter School Name**  
(Please write out the formal and full name for the school you proposed, and include the words "charter" and "school" in the proposed name).

**b. Preferred school location.**  
Select the preferred geographical area on the left and then select the preferred school district or community school district on the right.

NYC CSD-Manhattan

- b. Click on the next task to upload your 5 page Letter of Intent narrative. Insert the name of your file in the Title box. Then click on “Choose File” and select the desired file preferably in .PDF format. Once you have completed this task, you may preview your submission and/or download a copy for your files.

Charter Schools Law Charter School Office--"Starting A Charter School" Documents Resources Settings Help

**NYSED.gov** CHARTER SCHOOL OFFICE [Back to Submission](#)

Letter of Intent to Apply: Narrative for Sections I, II, III, and IV

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Home » TEST SUBMISSION » Letter of Intent to Apply: Narrative for Sections I, II, III, and IV

**APPLICANT INSTRUCTIONS:**  
**Phase I: Letter of Intent to Apply (See pages 14 of the 2013 RFP and Application Kit for guidance)**

The Letter of Intent is designed to solicit basic school design information about the applicant group, school mission and model and target population. The Letter of Intent requires applicants to address questions that directly align to some, but not all, of the requirements stated in the Charter Schools Act (applicants will be required to address all the requirements stated in the Act in detail in the Full Application). The Letter of Intent (not to exceed 5 pages) must be signed and dated by the Lead Applicant(s) and submitted via upload to this portal.

**Title**

**Document**  No file chosen

**File Types Supported:**

- PDF (preferred)
- Microsoft Office (.doc, .ppt, .xls)
- Microsoft Office 2007 & 2010: Supported but **not recommended** (.docx, .pptx, .xlsx)
- Open Office (.odt, .ott)
- Images (.jpg, .gif, .png)

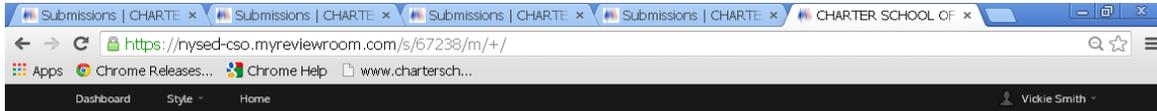
Please note that .docx, .pptx, and .xlsx formats are not entirely supported.  
Please save your file types as .doc, .ppt or .xls respectively before uploading.

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- c. Applicants will be able to sign in and out of the room as much or as little as desired to “view”, “edit”, and “delete” the materials associated with the Letter of Intent until **3:00 PM**.
- d. 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.fluidreview.com> and sign in using the email address and the password you previously created.
- e. Please note: Applicants must completed all of the required tasks and **click on “Submit your application”** to have your submission move forward for review.
- f. Applicant(s) will an email notification acknowledging receipt of their Letter of Intent to Apply.

***Other things you might find helpful to know***

1. Upon sign-in, the lead applicant, the lead applicant as the “owner of the account” may grant rights to other members -- “read only” or “full access”. To do so, go to the right side of your task page and down to the “Members” heading, click on “Add Members”, and input the information requested for each member you add. Click on “Submit” (which is hidden under the drop down box in the screen shot that follows).



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**Members**

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To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

**First name**

**Last name**

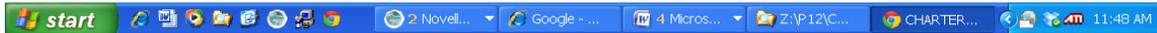
**Email**

**Access Level**

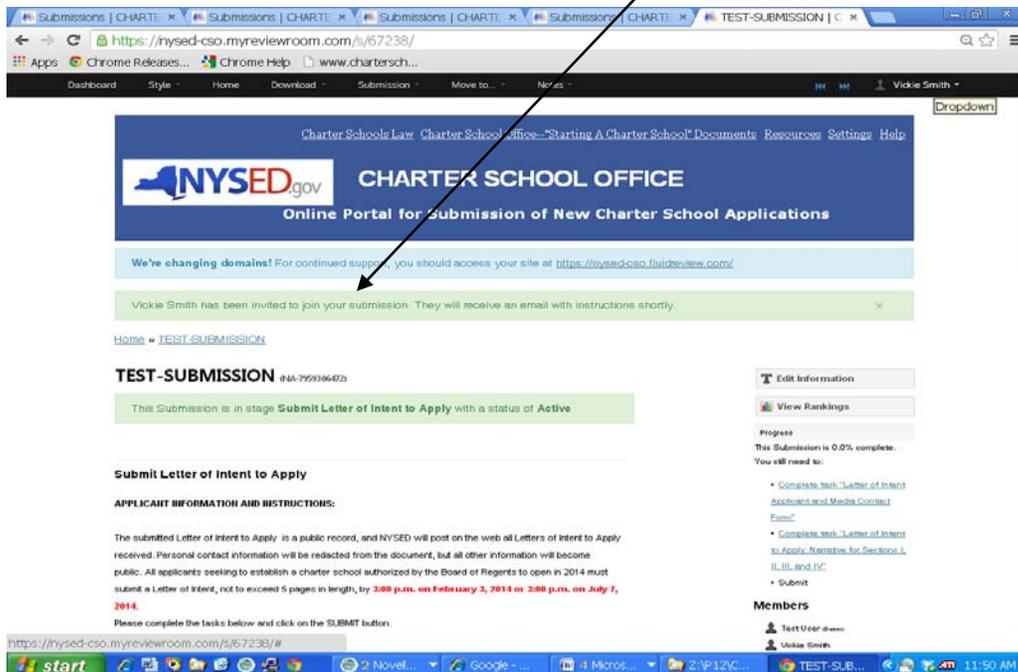
- Owner
- Standard member
- Read-only member

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After adding members, you will see a message at the top of your task page indicating that the member has been “invited to join and will receive an email with instructions”. Multiple users or members may work within the portal at the same time



Charter Schools Law Charter School Office--Starting A Charter School Documents Resources Settings Help

 **CHARTER SCHOOL OFFICE** [Dropdown](#)

Online Portal for Submission of New Charter School Applications

We're changing domains! For continued support, you should access your site at <https://nysed-cso.fluidreview.com/>

Vickie Smith has been invited to join your submission. They will receive an email with instructions shortly.

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**TEST-SUBMISSION** #NA-799366472

This Submission is in stage **Submit Letter of Intent to Apply** with a status of **Active**

**Submit Letter of Intent to Apply**

**APPLICANT INFORMATION AID INSTRUCTIONS:**

The submitted Letter of Intent to Apply is a public record, and NYSED will post on the web all Letters of Intent to Apply received. Personal contact information will be redacted from the document, but all other information will become public. All applicants seeking to establish a charter school authorized by the Board of Regents to open in 2014 must submit a Letter of Intent, not to exceed 5 pages in length, by **3:00 p.m. on February 3, 2014 or 3:00 p.m. on July 7, 2014**.

Please complete the tasks below and click on the **SUBMIT** button.

<https://nysed-cso.myreviewroom.com/s/67233/#>

**Edit Information**

**View Rankings**

**Progress**

This Submission is 0.0% complete.

You still need to:

- Complete task "Letter of Intent Applicant and Media Contact Form"
- Complete task "Letter of Intent to Apply Narrative for Sections I, II, III, and IV"
- Submit

**Members**

- Test User
- Vickie Smith

2. Please use the name of the proposed school when the account is created. If you forget, you or your co-applicant may edit the school information (i.e., change or correct the spelling of the school name). Go to “Edit Information” on the right side of your task page, just above the progress bar to make changes.
3. Applicants may access the 2014 RFP and Application Kit and Budget Template by clicking on the “Resources” link in the upper right hand corner of the blue banner. These resources will open in separate windows. These documents are also available on the Department’s webpage.
4. If you use one of the following web browsers: Safari, Firefox, or Google Chrome, you will be able to run the “Spell Check” feature to check for spelling and grammatical errors when typing into the forms. **Internet Explorer does not have this feature.**
5. Should you have any questions about the application process, please send an email to [CHARTERSCHOOLS@MAIL.NYSED.GOV](mailto:CHARTERSCHOOLS@MAIL.NYSED.GOV)
6. Should you require technical support, please send an email to [support@myreviewroom.com](mailto:support@myreviewroom.com).

Thank you.

Charter Schools Office

[Charterschools@mail.nysed.gov](mailto:Charterschools@mail.nysed.gov)

518-474-1762