



## **STARTING A CHARTER SCHOOL AUTHORIZED BY THE BOARD OF REGENTS**

Using the Department's Online Portal for the Submission of Charter School Application Materials

1. PLEASE READ THE 2016 RFP AND APPLICATION KIT THOROUGHLY  
<http://www.p12.nysed.gov/psc/startcharter.html>
2. All Applicant Groups seeking to establish a charter school are required to submit materials via the Charter School Office online portal. To access this portal, copy and paste 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.

CHARTER SCHOOL OFFICE

Online Portal for Submission of New Charter School Applications

Welcome to the Charter School Office Portal!

The portal is now open for registration, and to submit a Letter of Intent to establish a charter school in Round 1 by 3:00 p.m. on February 10, 2015.

The State Education Department has released a draft of the 2015 Charter School Request for Proposals (RFP) and Application Kit for applicant groups seeking to establish new charter schools authorized by the Board of Regents to open for instruction in 2016. The RFP also encourages existing Board of Regents-authorized education corporations with proven track records to replicate their successful school models and submit an application to operate additional charter schools. The 2015 RFP and Application Kit is available at: <http://www.p12.nysed.gov/psc/startcharter.html>.

Public comment regarding the draft 2015 Charter School RFP and Application Kit will be accepted through Friday, January 23, 2015. All comments will be reviewed and considered. Written comments may be submitted to [charterschools@nysed.gov](mailto:charterschools@nysed.gov) or by mail to Ms. Vickie Smith in the Charter School Office at 5th EB Mezzanine, Albany NY 12234.

The final draft of the 2015 RFP and Application Kit will be released on Monday, January 26, 2015. Interested applicants are encouraged to use the draft 2015 RFP and Application Kit for guidance purposes in preparation for submitting a letter of intent by the **February 10, 2015** deadline.

Sign In

Email:

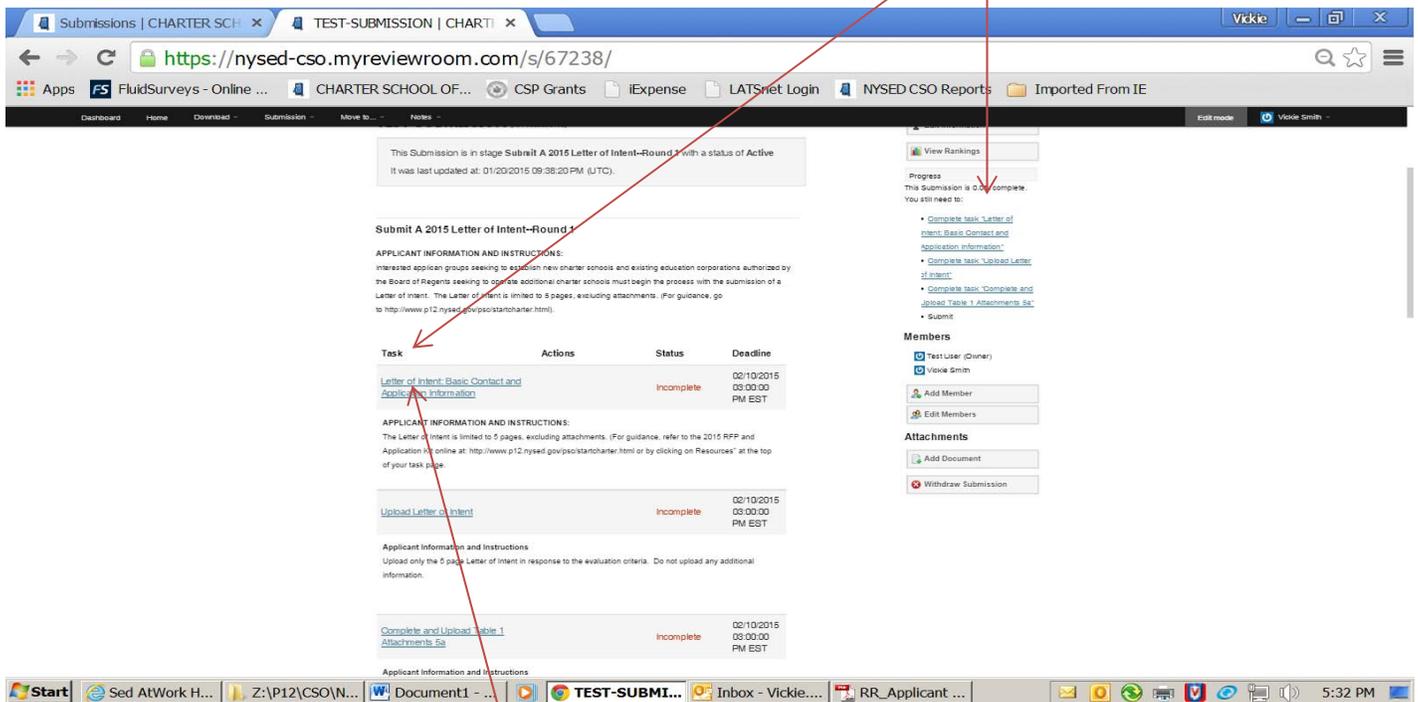
Password:

[Trouble Signing In?](#)

Need An Account?

3. 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.

4. Please name your application after the proposed school, and include the words, “**charter**” and “**school**” in the school name as required by statute.
5. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to the portal using the link in your confirmation email or simply click on the URL: <https://nysed-cso.fluidreview.com>.
6. After log-in, 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.
7. You will then be directed to set your Task Page, which list the tasks that you are required to complete before you can submit your Letter of Intent. The tasks associated with the submission of a Letter of Intent to Apply are displayed in two locations on your Task Page.



8. Scroll down and click on a task to open (Note: Tasks may be completed in any order and multiple members of applicant group may work on different tasks simultaneously).
9. Let's start by clicking on the first hyperlink under Task, [Letter of Intent: Basic Contact and Applicant Information](#).
10. Complete the form, scrolling down to type in the information requested. At the very end, be sure to click on “Save and Continue Editing” or “Save and Exit.”
11. Upon completion of a task, click on “Back to Your Submission” at the top right side of the page.

Submissions | CHARTER SCH | Letter of Intent: Basic Cont...

https://nysed-cso.myreviewroom.com/s/67238/73961/e/

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Dashboard Home Edit mode Vickie Smith



### CHARTER SCHOOL OFFICE

Letter of Intent: Basic Contact and Application Information

CHARTER SCHOOL OFFICE

[Back to Submission](#)

Back to Submission

Home > TEST-SUBMISSION > Letter of Intent: Basic Contact and Application Information

#### PHASE I: Letter of Intent

Basic Contact and Application Information

Applicant groups and Existing Education Corporations interested in submitting an application to establish Regents-authorized charter schools are asked to complete this brief information sheet. The Department will use this information to plan and coordinate peer review panels with appropriate expertise to evaluate all application materials.

Please indicate whether an Applicant Group or an Existing Education Corporation is submitting this Round 1 Letter of Intent.

- Applicant Group LOI to establish a single, brand new charter school
- Existing Regents-authorized Ed Corp -LOI to establish additional charter schools through replication

Name of Existing Education Corporation

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(s)).

School Name

Submissions | CHARTER SCH | Letter of Intent: Basic Cont...

https://nysed-cso.myreviewroom.com/s/67238/73961/e/

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Proposed Management Company

Partner Organization 1

Partner Organization 2

**Lead Applicant(s) Signature and Date**

Use your PC mouse or your mobile device stylus to sign your name below.

**Lead or Co-Applicant listed in section c above.**

(Internet Explorer may not support this feature. Open the portal using Google Chrome, Firefox, or Safari).



Clear

**Date Signed (Lead or Co-Applicant)**

Thank you for completing this survey so that the Department may plan its review panel accordingly.

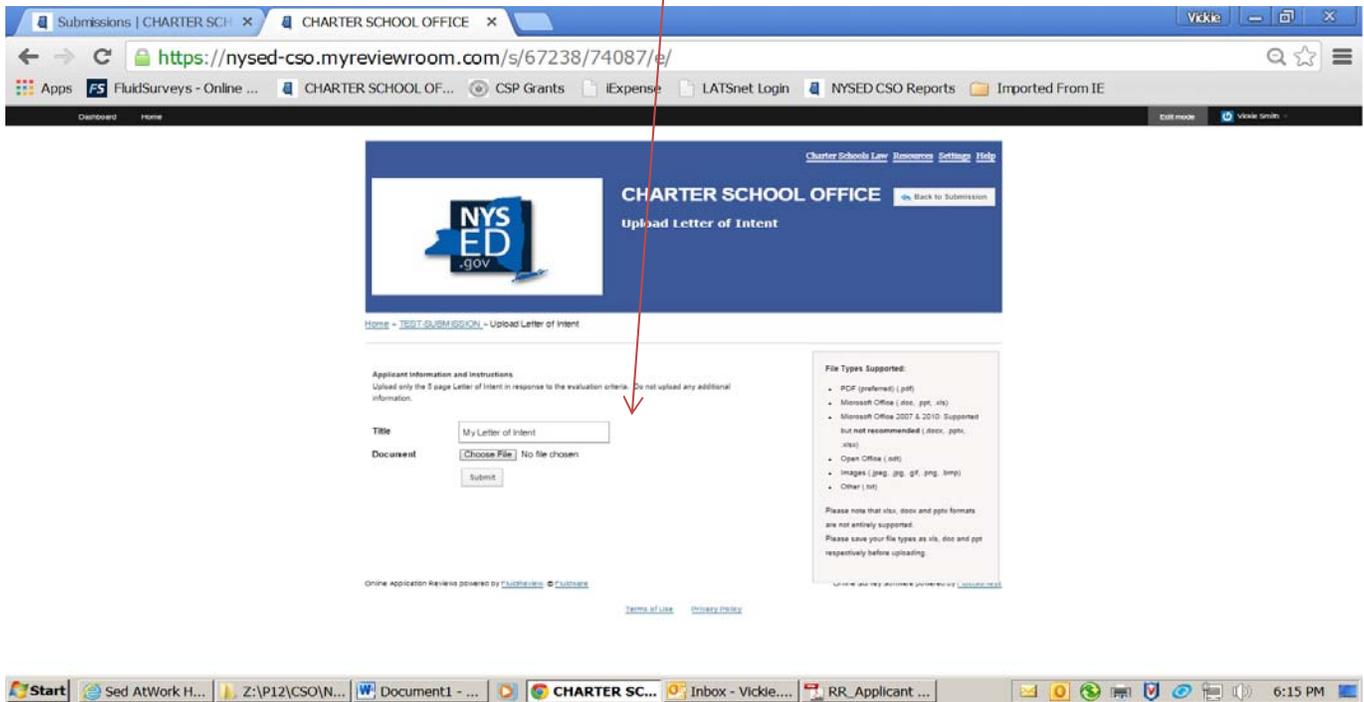
Save & Continue Editing Save & Exit

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Always save especially if you cannot complete the form in one sitting.

12. Click on the next task to upload your 5 page Letter of Intent. Insert a name for your file in the Title box. Then click on “Choose File” and select the desired file in .PDF format. Upon completion of this task, you may preview your submission.



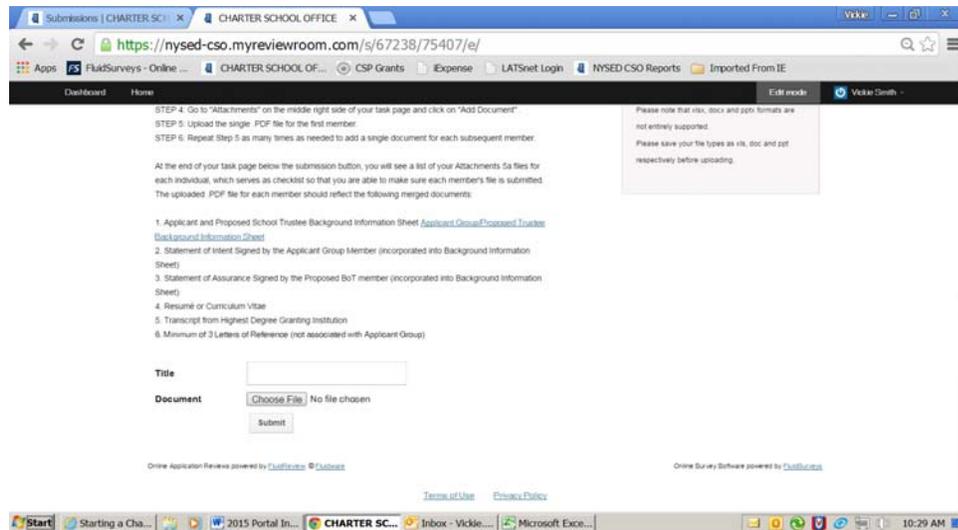
13. Applicants will be able to sign in and out of the room as much or as little as desired to “view,” “edit,” and “delete” the materials associated with the Letter of Intent until 3:00 PM of the due date.
14. Applicants may still edit submissions even after completion as long as the deadline has not 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 created.
15. Applicants must complete all of the required tasks and click on “Submit your application” to have your submission move forward for review.
16. Applicant(s) will receive an email notification acknowledging receipt of their respective Letters of Intent.

### ***Uploading Attachment 5a for Applicant Group Members***

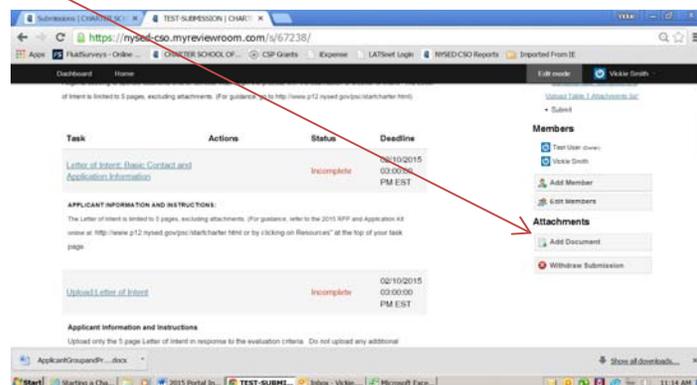
17. Click on the hyperlink, [“Complete and Upload Table 1 Attachments 5a”](#) as shown below and review the instructions.



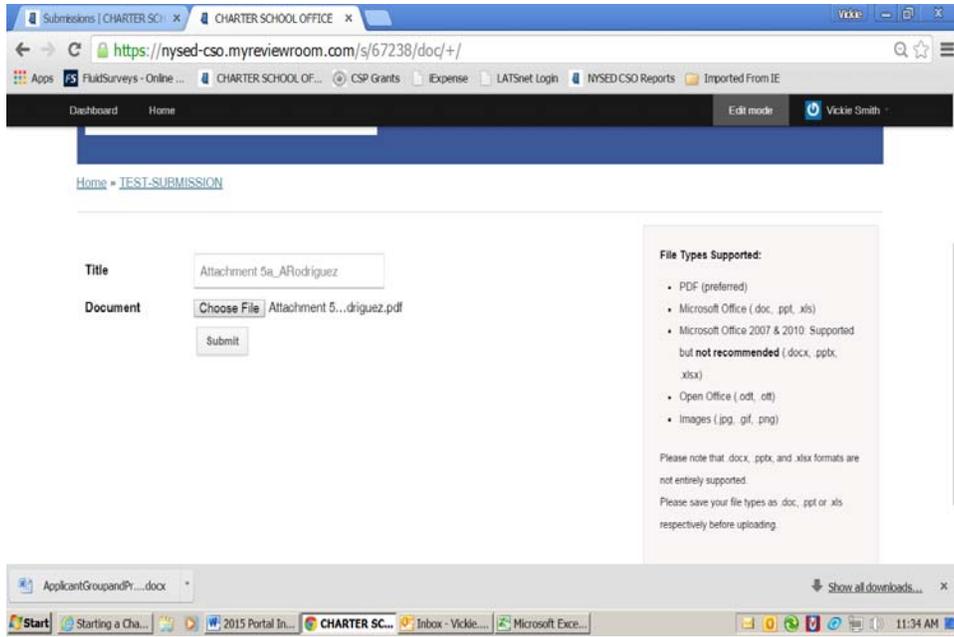
19. Write the name of your file in the box labeled “Title”. Select “Choose File” and select the completed Table 1 (in .XL format) and then click “Submit”.



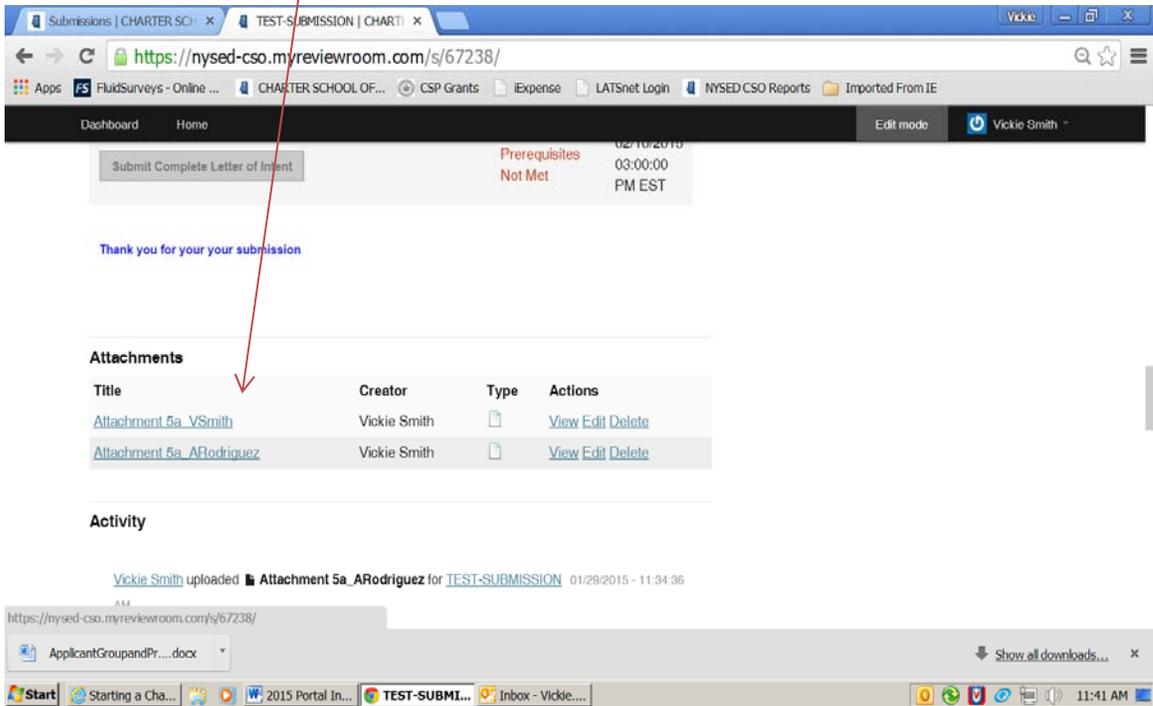
20. Within the instructions, click on the hyperlink [“Applicant Group/Proposed Trustee Background Information Sheet”](#) and send to each member of the applicant group. Give them a deadline by which to return the completed form (and other required documents) to you for uploading into the portal.
21. Click on [“Back to Submission”](#) at the top right of your task page.
22. To upload Attachment 5a for each member of your applicant group, follow Steps 1 through 6 as outlined in the task instruction. In brief, you will:
- Combine/merge the required documents for each individual applicant group member into **single .PDF** file named after the member.
  - Go to [“Attachments”](#) on the middle right side of your task page and click on ["Add Document"](#).



- Repeat this action as many times as needed until Attachment 5a is added for each member of the Applicant Group as shown below.

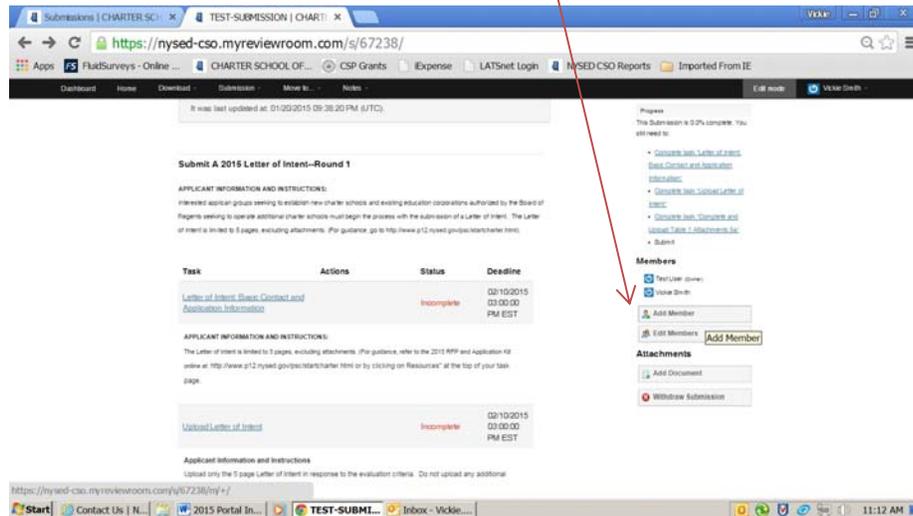


- d. At the bottom of your task page just under the submit button, you will see a listing of the added documents. So, if you have 11 applicant group members, you should have all 11 individual files listed.



## Additional Tips

- e. At any time, you as “owner of the account” may grant “read only or full rights” to other members of your applicant group. To do so, go to the right side of your task page to the “Members” heading, click on “Add Members” to input information for each member you add.



- f. 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.
- g. If the applicant group decides to change the proposed school name after the account is created, you 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.
- h. Applicants may access the 2016 RFP and Application Kit and Budget Template, the Budget and Cash Flow Template, Attachment 5a Applicant and Trustee Background Information Sheet, and other resources by clicking on the “Resources” link in the upper right hand corner of the blue banner. These documents are also available on the Department’s webpage.
- i. Applicants are encouraged to use a browser other than Internet Explorer. The portal appears to perform significantly better when opened using Chrome, Safari, or Firefox. In Chrome, “Spell Check” is always on as you type. This feature is not available with Internet Explorer does at all.
- j. Should you have any questions about the application process, please send an email to [CHARTERSCHOOLS@NYSED.GOV](mailto:CHARTERSCHOOLS@NYSED.GOV). Should you require technical support, please send an email to [support@fluidreview.com](mailto:support@fluidreview.com). Thank you. Charter Schools Office Charterschools@nysed.gov 518-474-1762.