

STARTING A CHARTER SCHOOL AUTHORIZED BY THE BOARD OF REGENTS

How to Submit a Charter School Application

1. PLEASE READ THE 2016 RFP AND APPLICATION KIT THOROUGHLY [Starting a Charter School](#)
2. All Applicant Groups seeking to establish a charter school are required to submit materials via the [Charter School Office Application Submission Portal](#) which will open to the landing page or “Welcome” message. Applicants may create only one account per application.
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.
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.
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.
17. Complete **Table 1: Applicant Group Information** (which is now a form within the portal) as instructed in Section 1a of the Letter of Intent to provide the names, contact information, current employment, current or prospective roles, and relevant experiences, skills, and/or qualifications for all members of the applicant group, including the initial proposed board of trustees and any known proposed school employees.
18. Please follow the steps below to upload Attachment 5a for **EACH** individual member of the Applicant Group.
 - **STEP 1:** Create folders on your hard drive for each member of the Applicant Group listed on Table 1. (i.e., Vickie_Smith, Marcia_Jones, Artemio_Rodriguez, etc.).
 - **STEP 2:** Request that **EACH** member of the Applicant Group complete **Attachment 5a: New Applicant and Proposed School Trustee Background Information Sheet**, which incorporates the Signed Statement of Intent and Signed Statement of Assurance.
 - **STEP 3:** Save and combine the following required documents for **EACH** member into a single .PDF file in their respective, individual folders.
 - a. Attachment 5a: Background Information Sheet
 - b. Resumé or Curriculum Vitae
 - b. Copy of Diploma or Transcript from Highest Degree Granting Institution. If not available, submit a signed and notarized letter stating the highest level of education obtained and the reason why these documents cannot be provided.
 - **STEP 4:** Go to "Attachments" on the middle right side of your task page and click on "Add Document".
 - **STEP 5:** Upload the single .PDF file for the **first member**, then **the second**, and so on. Repeat this action as many times as needed until Attachment 5a is added for each member of the Applicant Group as shown below.

19. At the bottom of your task page just under the submit button, you will see a listing of the added file for each applicant group member. If you have 7 applicant group members, you will see all 7 individual files listed.

Additional Tips

20. 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.
21. 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.
22. 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.
23. Applicants may access the 2017 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 web at [Starting a Charter School](#).
24. 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. Internet Explorer does not allow you to check spelling and grammatical errors at all.
25. Should you have any questions about the application process, please send an email to CHARTERSCHOOLS@NYSED.GOV. Should you require technical support, please send an email to support@fluidreview.com.