



NEW YORK STATE EDUCATION DEPARTMENT
Charter School Office

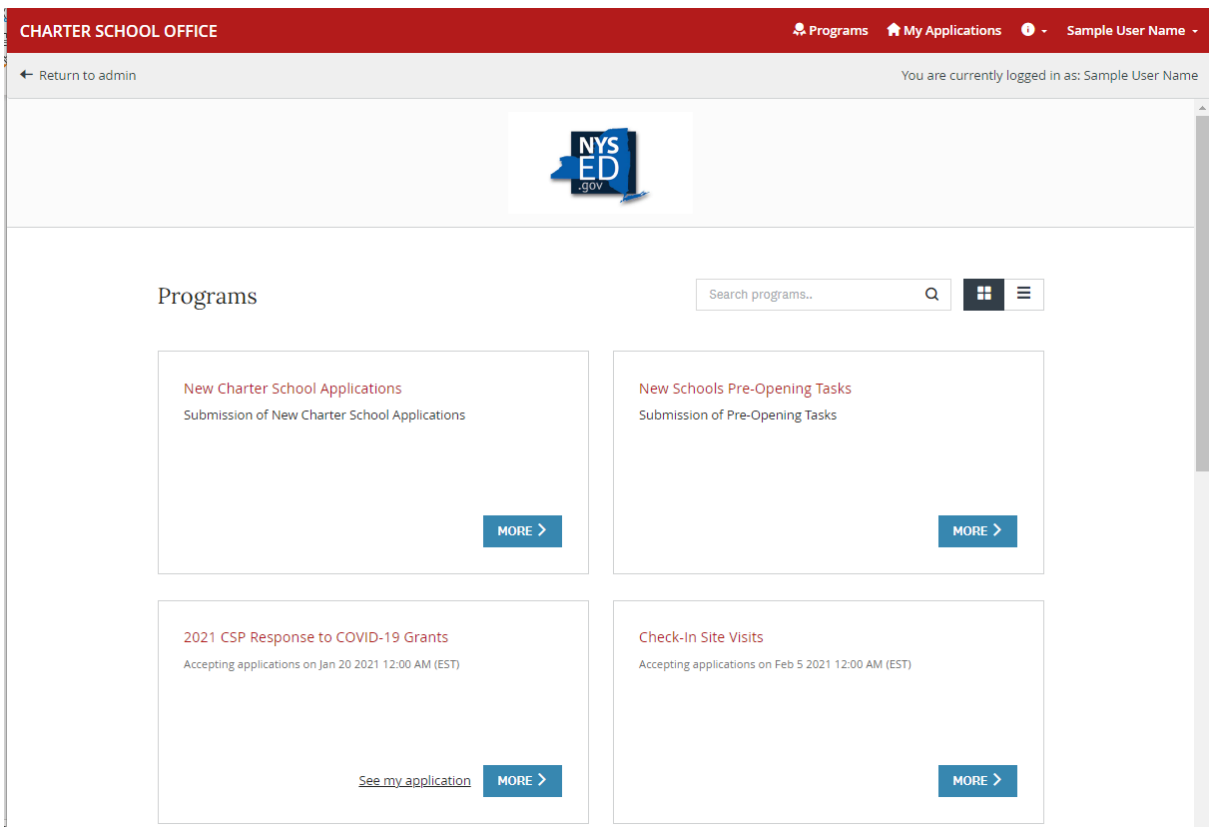
Steps for a Charter School to Add a New Revision Request

The person responsible for submitting reports for their charter school should follow this process to add a new revision request. Once it's started, that person will be the application's owner and they can then add collaborators once it's started. Additional guidance:

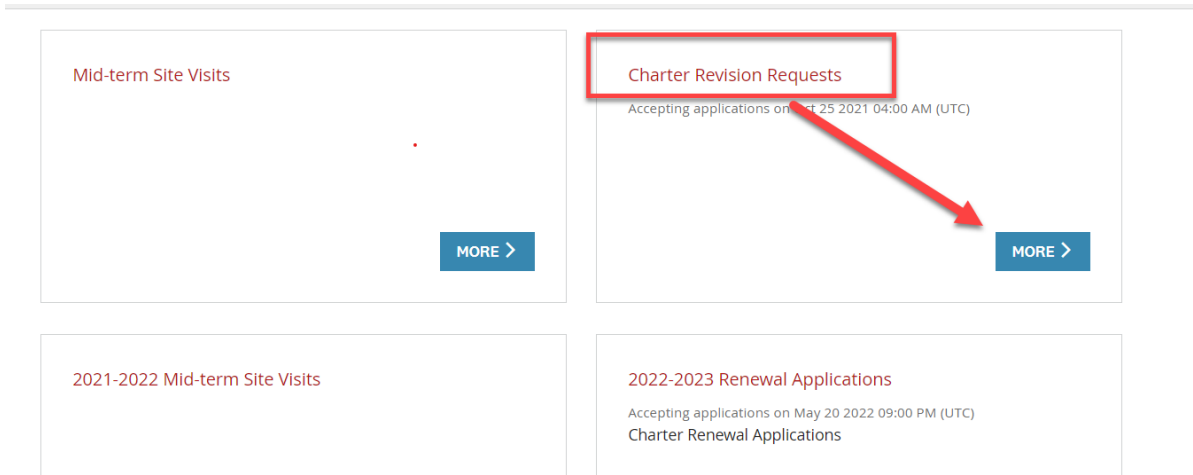
- The CSO will only accept revision requests, both material and non-material, through the portal.
- Upon entering the portal, follow all prompts required for the revision and submit all required documents.
- If a required document does not apply to your revision request, upload a document that explains why the document is not applicable.
- If a charter school is requesting multiple revisions, you must submit them as their own separate submission.

Additional information is available on our website on our [BOR-Authorized Charter School Policies, Procedures and Resources](#) page.

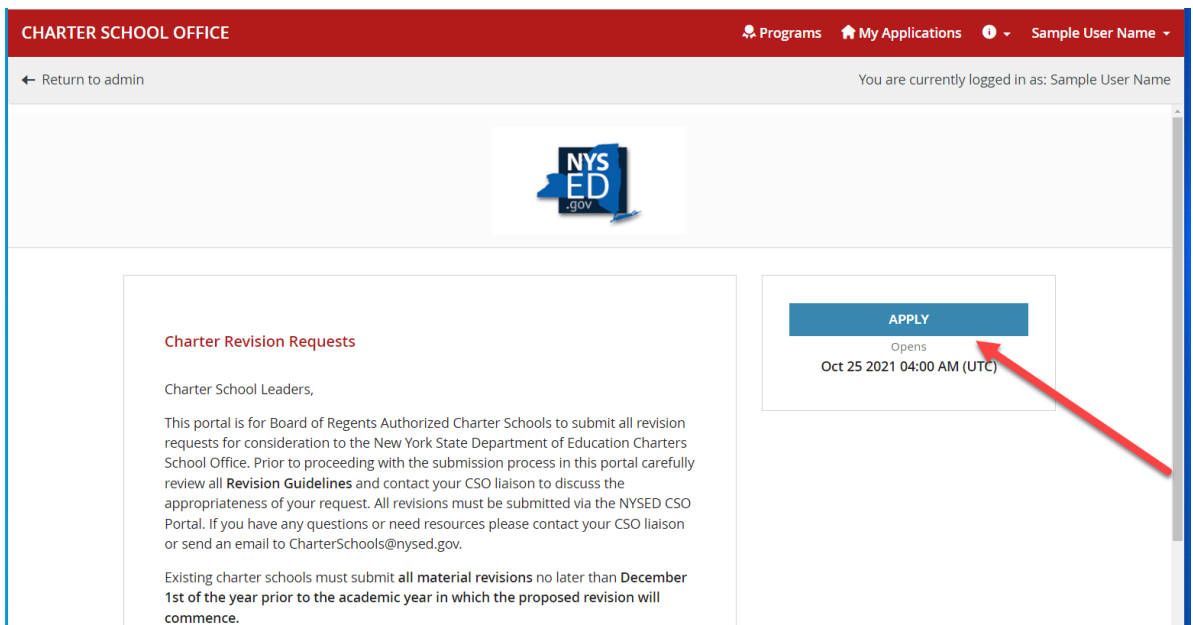
1. Login to the [Charter School Office Application Portal](#). A list of available program applications will be displayed:



2. Select Charter Revisions Requests and click More:



3. Click on Apply:



4. Enter school name and revision name in the pop-up window and click **Create Application**:

Name your application

School Name and Revision Name:

Example Charter School Name - Building Relocation

75 characters maximum

CANCEL CREATE APPLICATION

The new revision request will be listed under “My Applications” while the report is being worked on:

CHARTER SCHOOL OFFICE

Programs My Applications Sample User Name

All Applications

2023-2024 Renewal Applications
Example Charter School Applica...
0000000040

2023-2024 Renewal Applications
Example Charter School Applica...
0000000041

Charter Revision Requests
Example Charter School Name -
Building Relocation
0000000357

SUBMITTED

VIEW

Last edited: Sep 19 2023 01:35 PM (EDT)

0 of 1 tasks complete

START

Last edited: Oct 15 2023 11:43 PM (EDT)

0 of 5 required tasks complete

CONTINUE

Last edited: Oct 10 2023 09:55 PM (EDT)

Submission Reminder:

Once the revision request is completed, be sure the application **owner** clicks the final **Submit** button so that the Charter School Office will receive the completed request.

CHARTER SCHOOL OFFICE

Programs My Applications Sample User Name

5 of 5 required tasks complete

Last edited: Oct 19 2023 09:31 AM (EDT)

REVIEW SUBMIT

Sample User Name (Owner)
example-email@nysed.gov

Collaborators Add

Example Collaborator N...
example-collaborator@...
View & edit

Charter Revision Requests

Example Revision Request Application
ID: 0000000357

APPLICATION REVIEWS ACTIVITY

Your tasks Instructions

- Info from School Board's Cover Letter
Completed on: Oct 19 2023 09:28 AM (EDT)
- Board Meeting Minutes
Completed on: Oct 19 2023 09:29 AM (EDT)
- Board Meeting Resolution
Completed on: Oct 19 2023 09:29 AM (EDT)
- Community Engagement
Completed on: Oct 19 2023 09:30 AM (EDT)
- Additional Documents School Deems Relevant (optional)
Completed on: Oct 19 2023 09:30 AM (EDT)
- Revision Request
Completed on: Oct 19 2023 09:31 AM (EDT)