

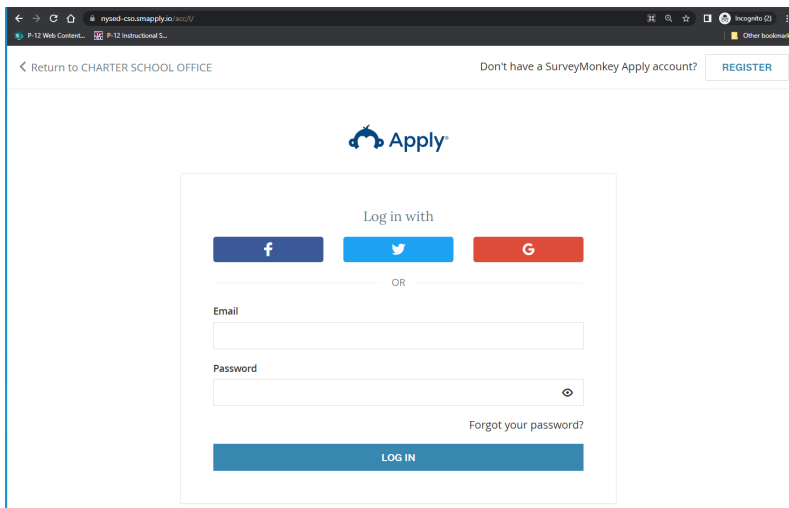


# NEW YORK STATE EDUCATION DEPARTMENT Charter School Office

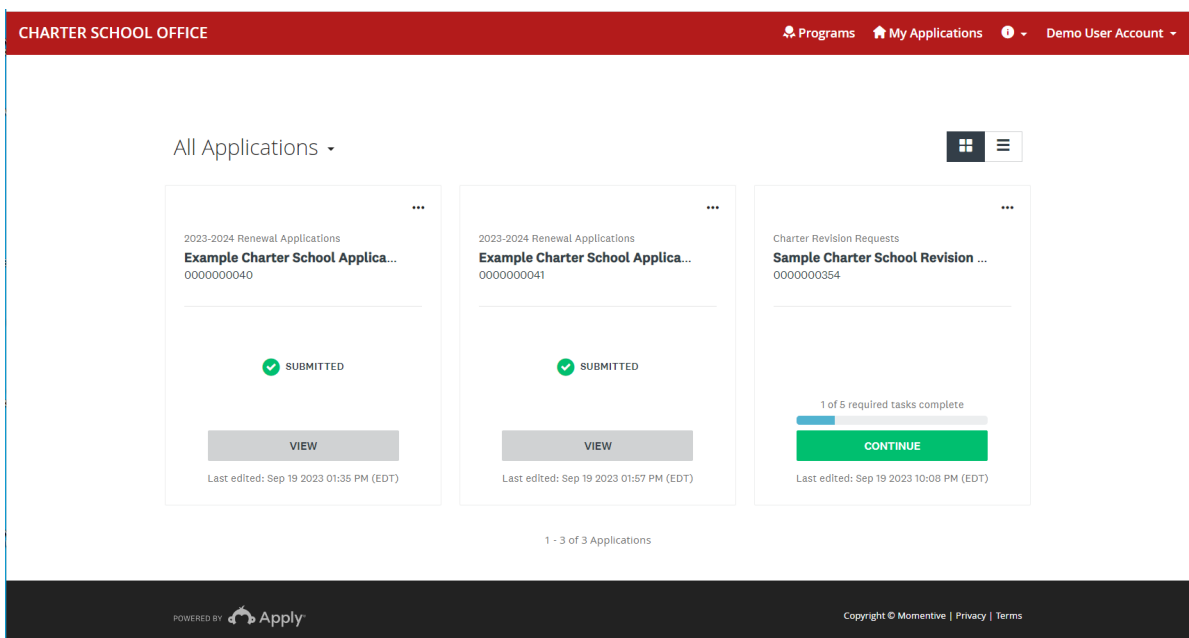
## Instructions on How to Delete a Charter School Office Application

**Permission to Delete:** Only the “Application Owner” that originally created the application is authorized to delete their application. Collaborators do not have permission to perform this operation. See **Step 2** below to check owner status. Please note that these directions show how to delete a *Charter Revision Request*, but the process is the same for other applications such as the *Annual Report* application or the *Add a Board Member* application.

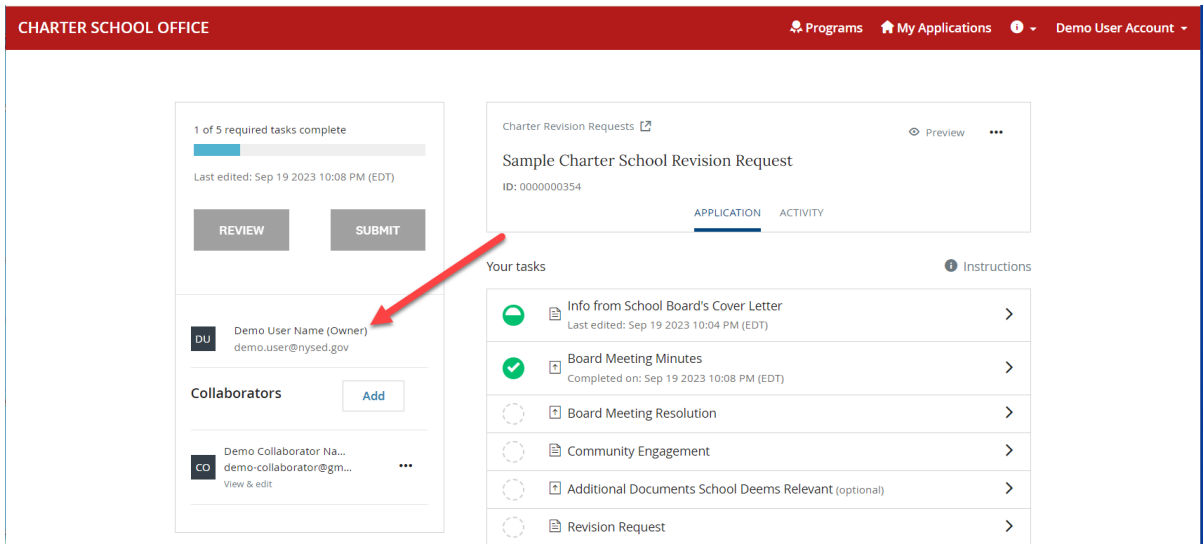
1. Log in to the Charter School Office portal at <https://nysed-cso.smapply.io/prog/>



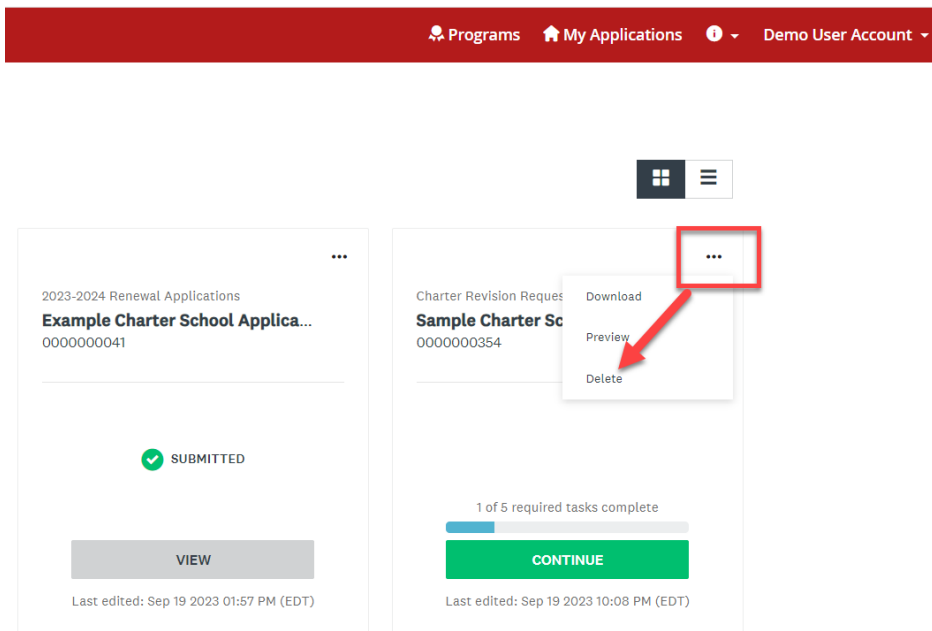
The Applications Dashboard will show all applications associated with your account. Here is an example applicant dashboard:



2. **Verify Application Owner Status:** Click the continue or view button to verify that you are the authorized application owner that can delete the application:



3. Click the three dots/ellipsis menu for the Charter Revision Requests application that you want to delete and select the delete option. (**Note:** The **Delete** option is only available for applications that are in progress. To delete an application that has been submitted, please contact [CharterSchools@nysed.gov](mailto:CharterSchools@nysed.gov) to request that the application be reopened, which will then make the delete option available again.)



**IMPORTANT:** Be sure to select the correct application to delete. Click the continue button or the view button in the application you want to delete to confirm that you have selected the correct application. This action cannot be undone, and we cannot recover a deleted application!

4. Confirm the deletion to permanently delete the application:

