

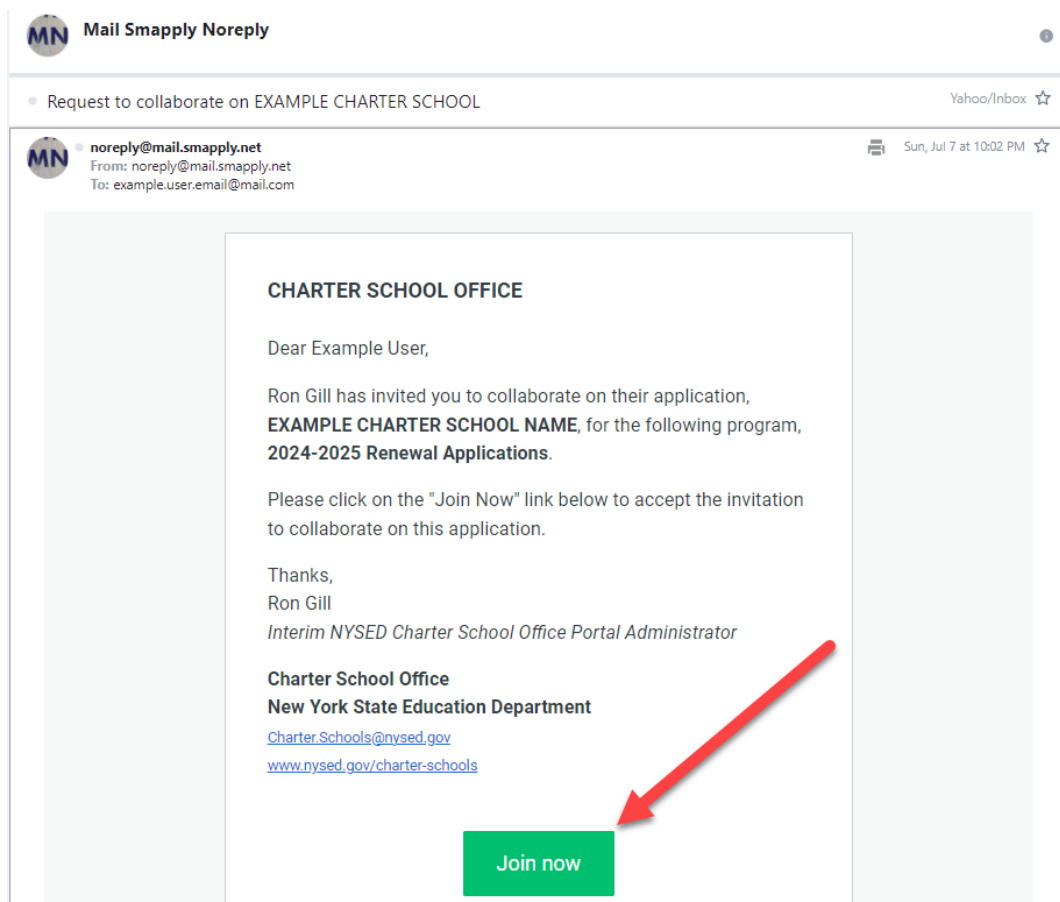


NEW YORK STATE EDUCATION DEPARTMENT  
*Charter School Office*

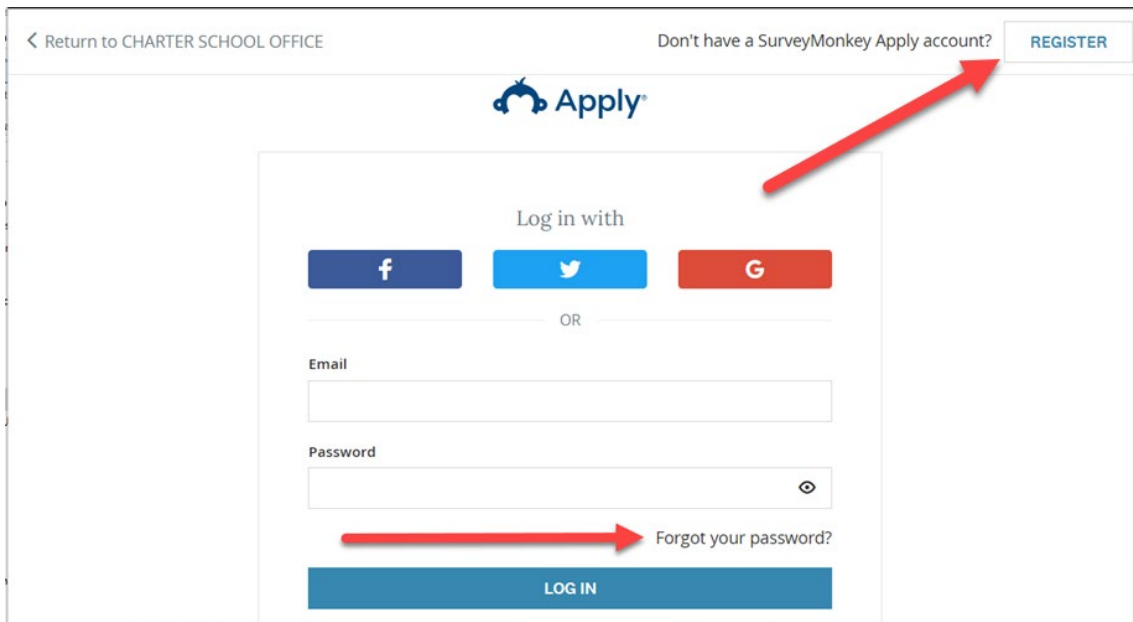
Instructions on How to Use the Charter School Renewal Application

**Renewal Application Guidance:** Before starting the application in the portal, please review the guidance on our website on the [BOR-Authorized Charter School Policies, Procedures & Resources](#) web page under the **BOR-Authorized Charter Renewal Application Process** section.

- 1. Initial Account Setup and Email Invitations:** The Charter School Office has setup renewal applications in the portal for charter schools on this year’s eligible applicant list, which is available at [Charter schools whose charter terms expire at the end of the 2024-2025 school year](#). Charter school leaders will receive an email invitation from SurveyMonkey Apply with a sending email address from [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net). Please click on the **Join Now** link in this email to accept the invitation and begin editing your preloaded school’s renewal application. **Please do not create new renewal applications in the portal!** Here is an example invitation email:

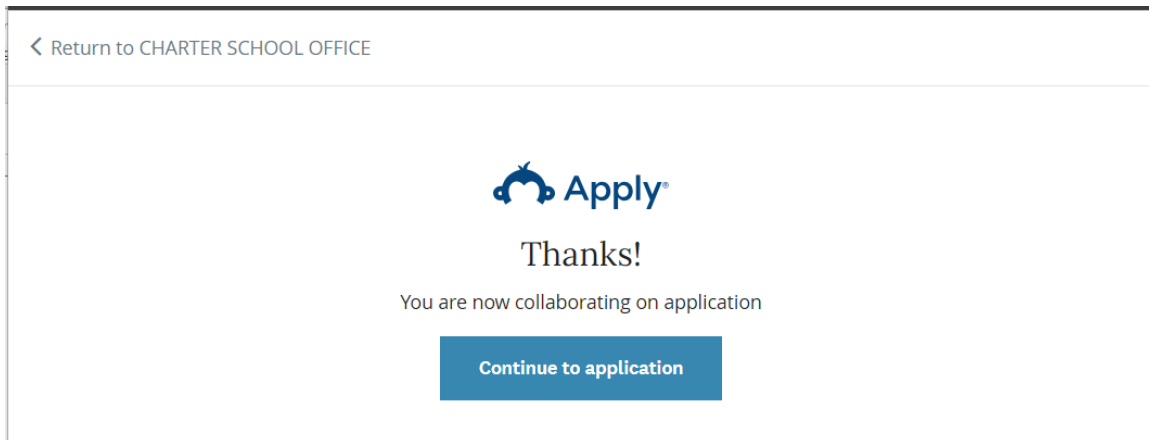


2. After clicking the **Join Now** link you will be prompted to log in to the Charter School Office portal. If you don't know your password, click on the **Forgot Your Password** link:



The screenshot shows the Apply login interface. At the top left is a link to 'Return to CHARTER SCHOOL OFFICE'. At the top right, there is a link 'Don't have a SurveyMonkey Apply account?' followed by a 'REGISTER' button. The Apply logo is centered at the top. Below it, the text 'Log in with' is followed by three social media login buttons: Facebook (f), Twitter, and Google (G). Below these is an 'OR' separator. There are two input fields: 'Email' and 'Password'. Below the password field is a 'Forgot your password?' link with an eye icon. At the bottom is a large blue 'LOG IN' button. Two red arrows are overlaid on the image: one points from the top right towards the 'REGISTER' button, and the other points from the bottom left towards the 'Forgot your password?' link.

After you login you will receive a confirmation message that you are now collaborating on the pre-loaded renewal application:



The screenshot shows a confirmation message from Apply. At the top left is a link to 'Return to CHARTER SCHOOL OFFICE'. The Apply logo is centered. Below the logo, the text reads 'Thanks!' followed by 'You are now collaborating on application'. At the bottom is a blue button labeled 'Continue to application'.

3. **Add Collaborators:** If collaborators are needed to assist with completing the application, click the **ADD** button next to “Collaborators” and enter their email address. You may set permission to **View & Edit** or just **View**. Keep in mind that only the application owner can use the final SUBMIT button on the application. **If you work with collaborators the application owner must submit the application to ensure that it is completed and returned to the NYSED Charter School Office by the deadline.**

The screenshot shows the 'CHARTER SCHOOL OFFICE' dashboard. On the left, a progress bar indicates '0 of 17 required tasks complete'. Below this, there are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Sep 4 2024 11:59 PM (EDT)'. The user profile for 'Demo User (Owner)' is shown with an 'Add collaborator' button highlighted in a red box. A red arrow points from this button towards the 'Your tasks' list on the right. The 'Your tasks' list includes items like 'Renewal Application Information Page', 'Cover Letter, Table of Contents and Application Narrative (BM 2-10)', 'Charter Renewal Certification Statement', 'Renewal Revisions (optional)', and 'Benchmark 1 Student Performance - Narrative'.

4. Click on a title of a task to begin editing the application:

This screenshot is similar to the previous one, but the 'Add collaborator' button is no longer highlighted. Instead, the first task in the 'Your tasks' list, 'Renewal Application Information Page', is highlighted with a red box. A red arrow points from the user profile area towards this task title. The rest of the interface, including the progress bar, buttons, and other tasks, remains the same.

5. After completing a task click on **MARK AS COMPLETE** at the bottom of the page:

The screenshot shows a web application interface for a Charter School Office. At the top, there is a red navigation bar with the text "CHARTER SCHOOL OFFICE" on the left and "Programs", "My Applications", and "Demo User" on the right. Below the navigation bar, there is a table with two rows: "Renewal 6" and "Renewal 7", each with two empty input fields. Underneath the table, the section "ENROLLMENT INFORMATION" is displayed. It includes several fields: "CURRENT Enrollment on June 30, 2024" with a value of "1", "Charter Approved Maximum Enrollment" with a value of "1", "Charter Approved Grade Span (e.g., K-Grade 5, Grades 6-8, Grades 9-12, K-Grade 12, etc.)" with a dropdown menu set to "Grades 6-8", and "Grades Served on June 30, 2024 (e.g., K-Grade 3, Grades 5-6, Grades 9-12, etc.)" with a dropdown menu set to "Grades 6-8". Below these fields, there is a "Thank you!" message with a small apple icon. At the bottom of the form, there are two buttons: "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE". A red arrow points to the "MARK AS COMPLETE" button. At the very bottom of the page, there is a footer that says "POWERED BY Apply Copyright © SurveyMonkey | Privacy | Terms".

6. **Complete Required Tasks:** Complete the remaining required tasks and any additional optional tasks, which may be completed in any order:

The screenshot shows a list of tasks in the Charter School Office application. The list is displayed in a table-like format with a red navigation bar at the top. The navigation bar contains "Programs", "My Applications", and "Demo User". The list of tasks is as follows:

Task Name	Status	Last Edited / Completed
Attachment J: Enrollment and Admissions Policy.	Completed (Green checkmark)	Completed on: Jul 3 2024 10:31 PM (EDT)
Attachment K: Projected Enrollment Table	In Progress (Green circle)	Last edited: Jul 3 2024 10:31 PM (EDT)
Attachment L: Certificate of Occupancy and Fire Inspection	Not Started (Dashed circle)	
Attachment M: Fiscal Impact Table	Not Started (Dashed circle)	
Attachment N: Narrative Outlining Innovative Aspects of the Charter School	Not Started (Dashed circle)	
Supplementary Information and Materials   Last Entry for REN App (optional)	In Progress (Green circle)	Last edited: Jul 3 2024 09:57 AM (EDT)

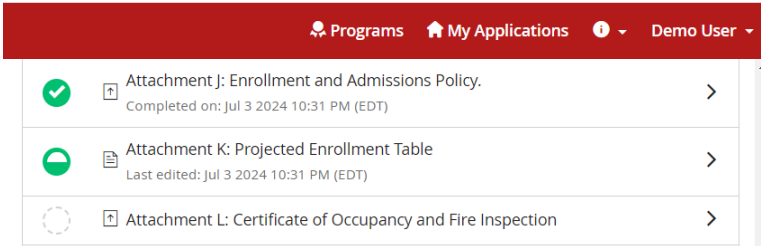
A red arrow points to the "Attachment L: Certificate of Occupancy and Fire Inspection" row, which is currently marked as "Not Started".

The status of each task is indicated by three different icons as follows:

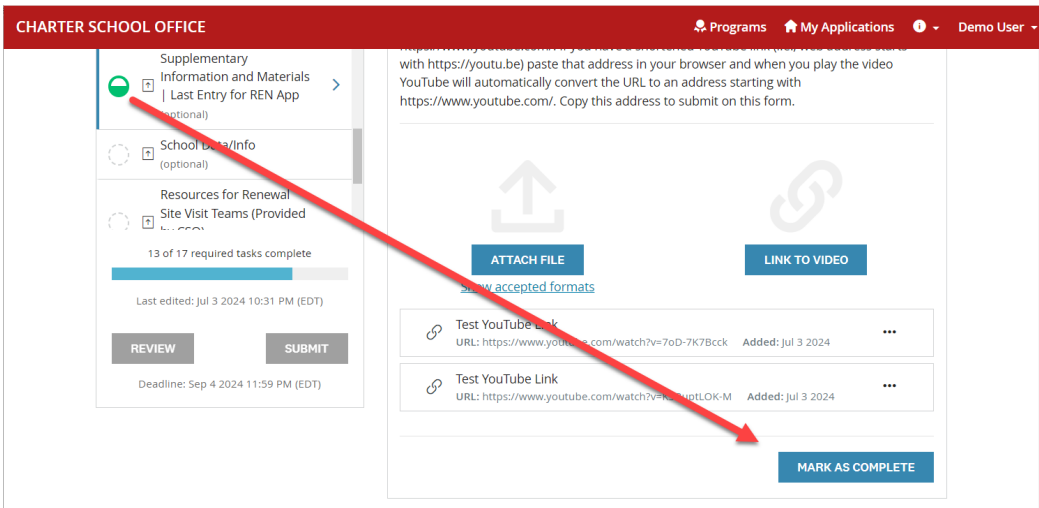
**Gray circle** – the task has not been started yet.

**Green half circle** – task has been started but either not completed or not marked as complete.

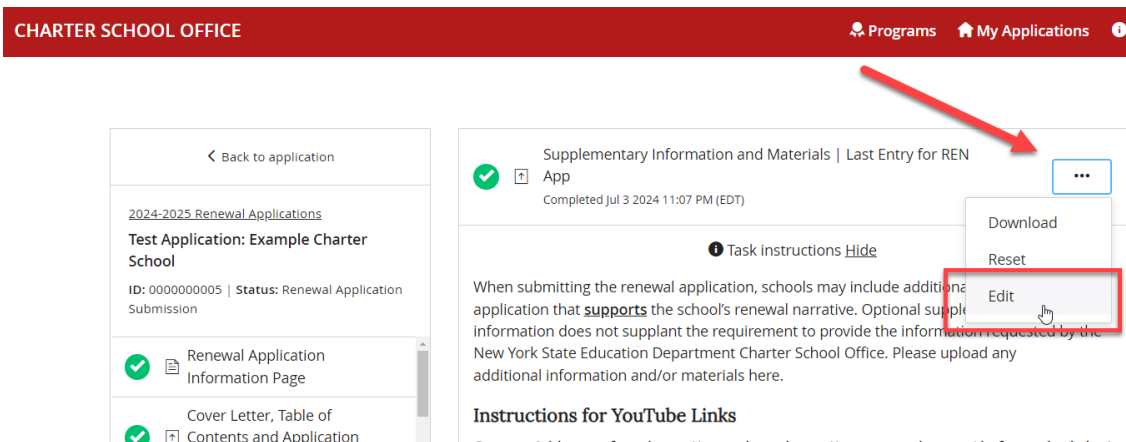
**Green circle with checkmark** – the task is completed and marked as complete.



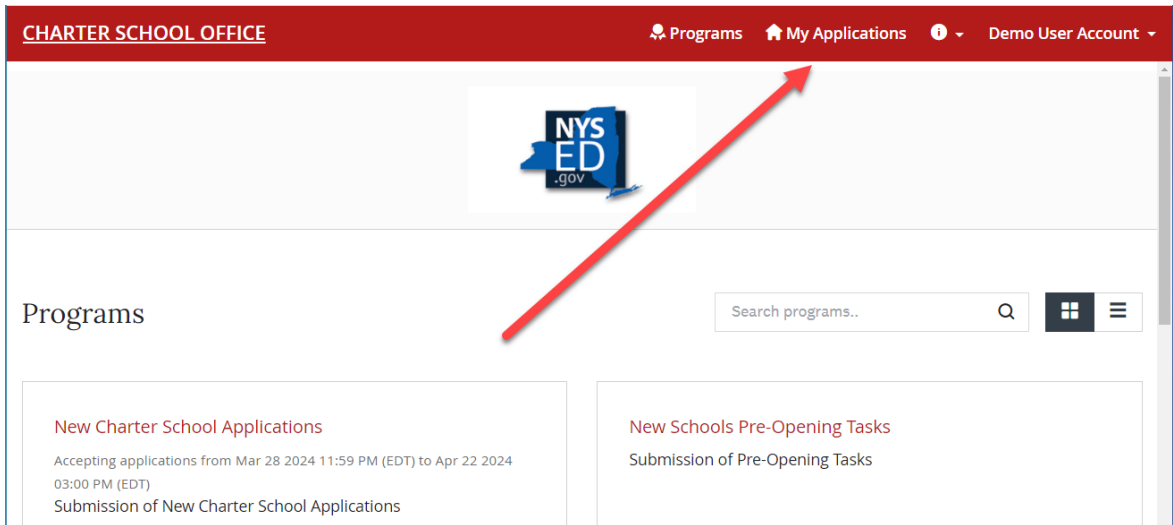
If you have completed a task or uploaded a file for a task, but it's still showing as in progress go back into the task and ensure that all required questions are answered and then click **MARK AS COMPLETE** to submit it:



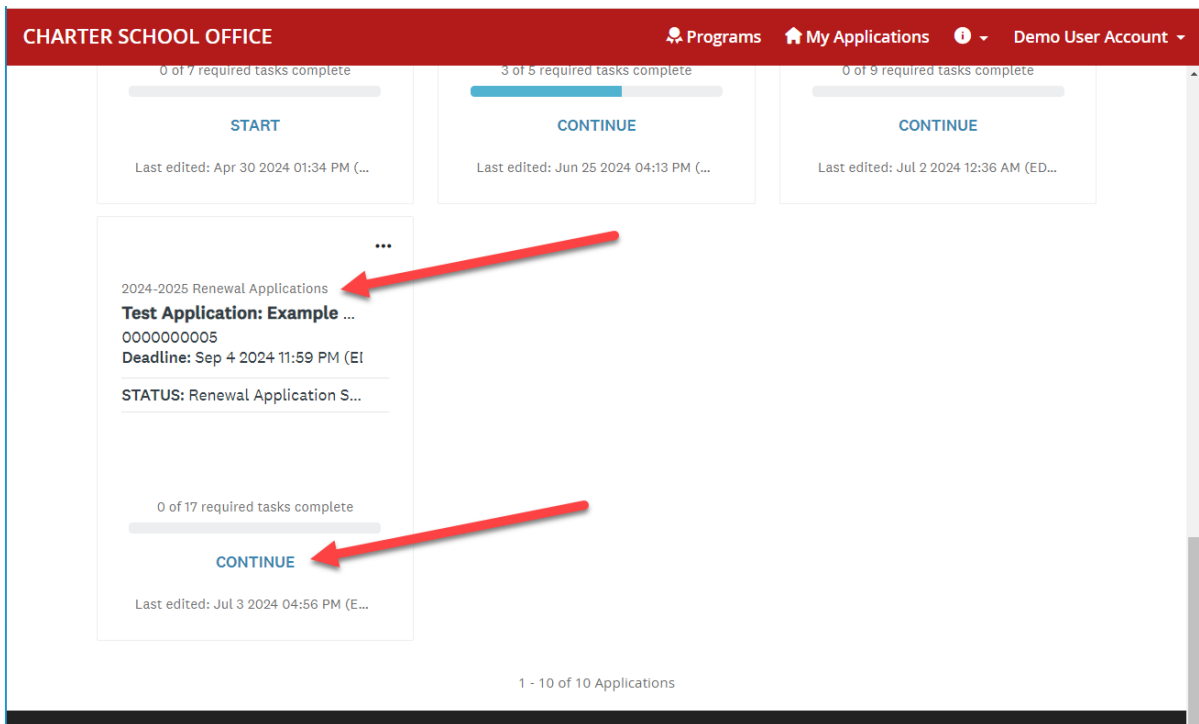
7. If you need to edit a section that was previously submitted, click on the three dots menu and select **Edit** to reopen the task for edits:



8. If you need to continue your renewal application later, you may return to your application by clicking on the **My Applications** link in the top menu bar:



Scroll down to **2024-2025 Renewal Applications** and click **Continue**:



9. **Final Submission:** Once all 17 of 17 required tasks are completed, the application owner (not a collaborator) must click the **SUBMIT** button to return the application to the NYSED Charter School Office by the deadline. The submit button will only be activated once all required tasks are completed:

CHARTER SCHOOL OFFICE

Programs My Applications Demo User

Test Application: Example Charter School  
ID: 0000000005 | Status: Renewal Application Submission

- Renewal Application Information Page
- Cover Letter, Table of Contents and Application Narrative (BM 2-10)
- Charter Renewal Certification Statement
- Renewal Revisions (optional)
- Benchmark 1 Student Performance - Narrative
- Attachment A: School Calendar

17 of 17 required tasks complete

Last edited: Jul 3 2024 11:10 PM (EDT)

REVIEW SUBMIT

Deadline: Sep 4 2024 11:59 PM (EDT)

Task instructions [Hide](#)

Instructions **UPLOAD IN PDF FORMAT**

Referencing the charter and key design elements, describe what makes the academic program of this school innovative and different from other options currently available in the district of location. What sets this school apart from others? These may be academic or operational components of the charter school.

*Note: Limit this narrative to one page.*

A1 Example Charter School  
Filename: A1\_Example\_Charter\_School\_fldrArT.pdf Added: Jul 4 2024

### Additional Resources

The renewal report guidelines and additional information on how to complete the renewal report are available on our website at: [CSO renewal application information page](#).

If you need further assistance or technical support with the Charter School Office Portal, please email us at [CharterSchools@nysed.gov](mailto:CharterSchools@nysed.gov), and include **SY 2024-2025 Renewal Report** in the email's subject line.