



**State of Delaware  
Department of Education  
Charter School Application Instructions**

**Fall 2009**

**GENERAL APPLICATION INSTRUCTIONS:**

Prior to responding to this application, applicants are expected to review the provisions of 14 Del. C. Ch. 5 and the regulations of the Department of Education (DOE) relating to charter schools at 14 DE Admin. Code 275. These may be found online at <http://www.doe.k12.de.us/infosuites/schools/charterschools/default.shtml> The applicant must fully respond to each question of this application and provide a narrative response containing the required information, together with any documents required in the application. Incomplete or late applications will not be considered.

**All Applications are Submitted in Two Ways and are Due on the Same Date:**

**Paper Copies**

- One original with original signatures and ten hard copies of the application with any appendices must be duplicated back to back and bound together. These hard copies must be submitted to the address indicated below:

Education Associate for Charter School Program  
Delaware Department of Education  
401 Federal Street, Suite 2  
Dover, DE 19901

**Electronically**

- The application will also be submitted through the on line application process electronically on the Charter Accountability Management System (CAMS). Directions for the online process follow this section.

**Deadlines for Application Submission:**

- **Application for a New Charter:** Between Nov. 1 and Dec. 31 at 4:30 pm.
- **Renewal Application:** On or before October 15 at 4:30 pm
- **Modification Application:** If a modification is being requested that is considered a Major Modification (example, for enrollment increase or decrease of more than 5%), the application must be submitted by December 31<sup>st</sup> to go into affect for the following school year; otherwise, modifications can be requested by contacting the Charter Schools Office at the Department of Education.



### **The Charter**

An approved application, together with any conditions imposed upon approval by the DOE with the consent of the State Board of Education, shall become the school's charter. The Assurances attached to this application are a part of the application and thus the charter. The above-referenced regulations of the DOE, 14 Del. C. Ch. 5 and the regulations of the Department of Education (DOE) relating to charter schools at 14 DE Admin. Code 275 which may from time to time be amended bind all charter schools and are incorporated into all charters approved by the DOE with the consent of the State Board.

### **Public Record**

Except as may otherwise be provided by law, the DOE considers each application to be a "public record" subject to disclosure pursuant to the provisions of the Freedom of Information Act, 29 Del. C. Ch. 100. If the applicant asserts that any part of the application or any documentation submitted in connection with the application is exempt from the definition of a "public record" pursuant to 29 Del. C. §10002(d), the applicant must mark the specific portion of the application or document "confidential" and note the specific statutory exception upon which the applicant bases the claim to confidentiality, including a cite to the specific sub-section of §10002 which the applicant alleges to support the claim. The DOE reserves the right to make a final determination as to whether any part of the application or any documentation submitted in connection therewith is entitled to be treated as confidential.



## **The On Line Application Charter Accountability Management System (CAMS)**

The Delaware Department of Education is proud to release its new automated system, CAMS (Charter Accountability Management System), designed to streamline the Charter School Application process for New School Applications, Renewals, and Modifications. The system will centralize, greatly enhance the process for Charter Schools to submit, clarify, and finalize the application submission.

### **Instructions for Charter Schools:**

#### **Charter Users: There are 3 types of users at a Charter School:**

- **School Administrator**- One person at the Charter School who is in charge of the application and is the only one with the ability to Write, Save, Certify, and Submit the final application.
- **School Contributors** – May be one or more people who have access to the application through the School Administrator. School Contributors may only Write and Save in the application.
- **School Viewers** – May be one or more people who have access to the application through the School Administrator and may only View the application at any time.
  
- **STEPS:**
  1. **Access:** The School Administrator will first get Single Sign On access for CAMS. After the School Administrator chooses which staff members will have access either as School Contributors or School Viewers, those staff members will get Single Sign On access.
  2. Once the Single Sign-on process is completed, the users will be able to access CAMS. To connect to the Department of Education's Single Sign-on page, go to:

<https://login.doe.k12.de.us/DDOESSO/signonpage.aspx>

You will see the following screen:



**Single Sign-On**

SignOn ID

Password

Remember My SignOn ID

[Forgot Password](#) | [Create Account](#) | [Contact Us](#)

Authorized Users Only

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal.

After inputting valid SSO credentials, you will be brought to the main SSO application access screen:

**Single Sign-On** Home Change Password Request Application Application Contacts Log Out

User: Vincent Borrelli (ContrVendr School) Contact Info. Security Officer

Approved Applications	
Application	Description
Charter Application Management System	Charter Application Management System

To access the system, click on the “Charter Application Management System” link. You will be brought to the Charter School Dashboard screen. From here, click on your school to begin entering your application.

- 3. Complete the Application:** School Administrators and School Contributors will begin answering the questions on the application by either typing in the answers in the text box or by cutting and pasting the answers from another document into the text boxes. Be sure to answer each question completely. Simply restating the question or citing the law or code is not enough. Provide a thorough explanation or description when asked.



4. Two people will not be able to answer questions in the same section of the application at the same time. When someone is working on a section, that section will be “locked” until he/she finishes in the section and hits the Save button.
5. **Save:** At the end of each work session, it is recommended that you save your work. Use the Save button found at the bottom of each section. Both School Administrators and School Contributors may save.
6. **Certify:** After the School Administrator has read each section and is satisfied with its completeness, he/she will be able to click on the Certify button at the bottom of the page. If, after Certifying but BEFORE Submitting, the School Administrator would like to make a change to the section, he/she may un-certify the section, make changes, corrections, revisions, then save and certify again.
7. **Submit:** Only after all of the sections of the application have been Certified by the School Administrator, the application may be Submitted. Once the application has been Submitted, it cannot be Un-Submitted (the same as putting the application in the mail. It cannot be un-mailed!). The application may not be Submitted after the deadline on October 15, 2009 at 4:30 pm. The applications will be time stamped. The School Administrator will receive an email stating that the application has been submitted.
8. Once the application has been submitted, it will be locked to Charter School users until the Charter School Accountability Committee members have had time to read, review, and submit Clarifying questions.
9. The School Administrator will receive an email when the application is open for answering the Clarifying Questions. Then the School Administrator and the School Contributors will have about a week to answer the Clarifying Questions. The School Administrator must follow the above procedures for Certifying and Submitting the answers. After submitting the application a second time, it will be closed and locked.

#### **SPECIAL NOTE TO RENEWAL APPLICATIONS AND MODIFICATION APPLICATIONS:**

**If this is the first time you are using the On Line Application Process, in order to capture the data from previous applications in the Charter School Application database, you must enter (copy) information from your most recent previous application for each section in this application. If this is not your first on line application then the information should already be in the application and you would only need to update the sections as it applies to your renewal or modification or if there are significant changes you would need to update the response to the question.**