2015-16 Renewal Application Submission Guidelines

Renewal application narratives may not exceed fifteen (15) pages in length, not including the cover page, table of contents, appendices, or Performance Agreement. Additionally, all pages must be typed with 1-inch margins and 12-point font, singled spaced (Calibri, Helvetica, or Arial font and left justification), and include consecutive page numbers in the footer. Charts may use single spacing and a type size of 10-point font.

Applications must contain a cover page that includes the school's name and the date of the application, as well as a clearly labeled table of contents naming all major sections and appendices with corresponding page numbers. All supplementary documents should be identified appropriately and properly labeled as appendices at the end of the application. All applications must also include the 2014-15 Annual Report.

All completed applications shall be submitted to the Department of Education's Charter School Office by noon, September 30, 2015 via Dropbox (see directions below).

Document	File Name
Annual Report	[SchoolInitials]2015AR.pdf
Renewal Application Narrative	[SchoolInitials]2015RenewalApp.pdf
Organizational Chart	[SchoolInitials]2015RenewalOrgChart.pdf
Final Fiscal Year 2015 Revenue and Expenditure Report	[SchoolInitials]2015RenewalExpenditures.pdf
Fiscal Year 2015 Audited Financial Statements	[SchoolInitials]2015RenewalAudit.pdf
Approved Preliminary Fiscal Year 2016 Budget	[SchoolInitials]2015RenewalBudget.pdf
Math Unit w/Summative Assessment	[SchoolInitials]2015RenewalMath.pdf
ELA Unit w/Summative Assessment	[SchoolInitials]2015ELA.pdf
Science Unit w/Summative Assessment or Evidence of Compliance with Science Coalition MOU	[SchoolInitials]2015Science.pdf

Please label additional documents consistent with the above guidance (i.e. CCS2015RenewalInterimData.pdf).

2015-16 RENEWAL APPLICATION SUBMISSION CHECKLIST

Submission Requirements:	
	Arrived at Charter School Office by noon, September 30
	Submitted either as an attachment to email (to infocso@doe.k12.de.us) or by Dropbox

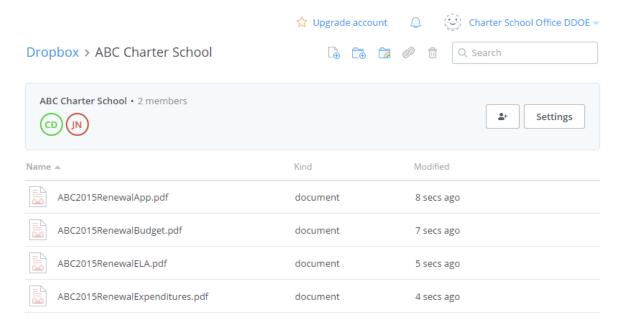
Documents Included:	
Annual Report	
Renewal Application Narrative	
Organizational Chart	
Final Fiscal Year 2015 Revenue and Expenditure Report	
Approved Preliminary Fiscal Year 2016 Budget	
Fiscal Year 2015 Audited Financial Statements	
Math Unit w/Summative Assessment	
ELA Unit w/Summative Assessment	
Science Unit w/Summative Assessment or Evidence of Compliance with Science Coalition MOU	
Additional Attachments (if needed)	
Renewal Application (if applicable)	

Formatting Requirements:		
	Includes a cover page with name and date of application	
	Clearly labeled table of contents naming all major sections and appendices with corresponding page numbers.	
	Does not exceed 15 pages in length (not including the cover page and table of contents)	
	1-inch margins	
	12-point font	
	Single-spaced text	
	Uses Calibri, Helvetica or Arial Font	
	Left-Justified Left-Justified	
	Includes consecutive page numbers in the footer	

DROPBOX SUBMISSION INSTRUCTIONS

Directions:

- 1) Create a free Dropbox account at http://www.dropbox.com
- 2) Create a folder with the name of your charter school
- 3) Upload all of your PDF files into the folder



4) Share the Folder with the email address infocso@doe.k12.de.us

