

2014-15 RENEWAL APPLICATION SUBMISSION GUIDELINES

Renewal applications 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 (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.

Application submissions must also include, as attachments, the school's Annual Report and proposed Performance Agreement for the new charter term. The proposed Performance Agreement must be approved by the school's Board of Trustees, pending charter approval, prior to its submission to the Department of Education.

All completed applications shall be submitted to the Department of Education's Charter School Office **by noon, September 30, 2014** as either an attachment to an email (infocso@doe.k12.de.us) or by electronic portable storage. For ease of reference, and to ensure timely consideration of the applications, please submit all items in pdf format as indicated below:*

Document	File Name
Annual Report	[SchoolInitials]2014AR.pdf
Performance Agreement	[SchoolInitials]2014PA.pdf
Renewal Application	[SchoolInitials]2014RenewApp.pdf
-Organizational Chart	[SchoolInitials]2014OrgChart.pdf
-Final Fiscal Year 2014 Revenue and Expenditure Report	[SchoolInitials]2014Expenditures.pdf
-Approved Preliminary Fiscal Year 2015 Budget	[SchoolInitials]2015Budget.pdf
-Fiscal Year 2014 Audited Financial Statements	[SchoolInitials]2014Financials.pdf
-Projected Revenue and Budget Worksheets and Narrative	[SchoolInitials]2018Projections.pdf
-Math Unit w/Summative Assessment	[SchoolInitials]Math.pdf
-ELA Unit w/Summative Assessment	[SchoolInitials]ELA.pdf
-Science Unit w/Summative Assessment (if applicable)	[SchoolInitials]Science.pdf

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

*If a document is submitted in multiple parts due to size limitations, please label each part accordingly (i.e. LAAA2014RenewApp1of4). Similarly, if emails are submitted in multiple parts due to size limitations, please indicate so in the subject line of the emails (i.e. Reach Academy Renewal Application Materials – Email 1 of 2).

2014-15 RENEWAL APPLICATION 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 electronic portable storage

Documents Included:	
	Performance Agreement (approved by Board of Directors)
	2014-15 Annual Report
	Renewal Application
	- Organizational Chart
	- Final Fiscal Year 2014 Revenue and Expenditure Report
	- Approved Preliminary Fiscal Year 2015 Budget
	- Fiscal Year 2014 Audited Financial Statements
	- Projected Revenue and Budget Worksheets and Narrative
	- Math Unit w/Summative Assessment
	- ELA Unit w/Summative Assessment
	- Science Unit w/Summative Assessment (if applicable)
	- Additional Attachments (if needed)

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 Helvetica or Arial Font
	Left-Justified
	Includes consecutive page numbers in the footer