

2016-17 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 2015-16 Annual Report.

All completed applications shall be submitted to the Department of Education's Charter School Office **by noon, September 30, 2016** via Dropbox (see directions below).

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

Please label additional documents consistent with the above guidance (i.e. CCS2016RenewalInterimData.pdf).

2016-17 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 2017 Revenue and Expenditure Report
	Approved Preliminary Fiscal Year 2017 Budget
	Fiscal Year 2017 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
	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

Upgrade account | Charter School Office DDOE

Dropbox > ABC Charter School

ABC Charter School • 2 members

Name	Kind	Modified
ABC2015RenewalApp.pdf	document	8 secs ago
ABC2015RenewalBudget.pdf	document	7 secs ago
ABC2015RenewalELA.pdf	document	5 secs ago
ABC2015RenewalExpenditures.pdf	document	4 secs ago

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

Upgrade account | Charter School Office DDOE

Dropbox

Name	Kind	Modified
ABC Charter School	folder	--

Share

- Invite people to collaborate...
People can sync and edit
- Send link...
People can view

Share link to 'ABC Charter School'

Link to folder
<https://www.dropbox.com/sh/7aee8dp4idmcn9/AAC9oKaY1gcJJAGjOG0ZsT45a?dl=0>

Anyone with the link can see it. [Set visibility / expiration](#)

Send this link to

infocso@doe.k12.de.us

Message (optional)

Send Cancel