



NEW CHARTER SCHOOL APPLICATION FORMATTING & SUBMISSION REQUIREMENTS

Updated December 19, 2016

Introduction

An application for a new charter school is a voluminous document, comprising multiple sections, dozens of parts, and potentially thousands of pages.

With this in mind, the Charter School Office wants to make sure that it is giving all charter school applicants very clear guidance on how to format, organize, and submit a complete and high-quality application. We have developed the following submission protocols to assist with the publication and submission of the new charter school application. The protocols also ensure that the Department of Education is minimizing the time reviewers spend organizing the documents, and maximizes the resources invested in a rigorous review process.

Please note that ALL applications must follow all of the formatting and submission requirements outlined below, or the application will not be eligible for consideration.

How To Format and Submit the Application

To understand how the application must be organized and submitted, it may be helpful to review past applications, which are posted at <http://dedoe.schoolwires.net/Page/1900>. After submission, all applications will be posted to the DOE web site in a similar manner.

- Instead of submitting the narrative section as one file, we will need each section and sub-section of the narrative to be broken into separate files.
- All files must be submitted in PDF format.
- All files must be named using the specified protocols (documented below).
- All applications must be submitted via Dropbox (see directions on page 4).
- The proposal must be typed with 1-inch page margins and 12-point font, single-spaced (Helvetica, Arial, or Calibri font and left justification),
- The name of the sub-section or attachment must be at the top of the page
- There must be a header with the name of the charter school and the section
- There must be a footer with the number of page numbers in that file (not the application overall)

File Names

As you will note, all of the required file names follow a format:

Subsection Files: [Charter Initials]+[Subsection #]+[Abbreviation]

Attachment Files: {Charter Initials} + Attachment + #

Application Files for “Alpha Bravo Charlie Charter School” – Initials “ABC”

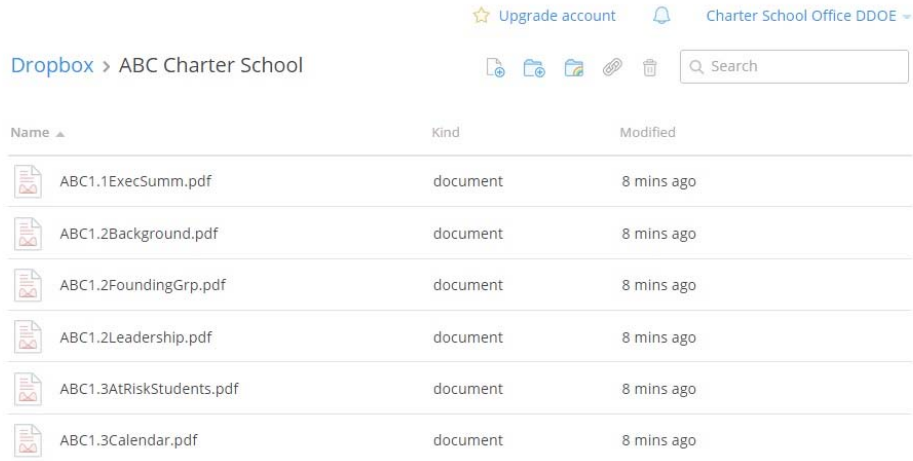
Section 1.1 – Executive Summary	
Executive Summary	ABC1.1ExecSumm.pdf
Section 1.2 – Founding Group and School Leadership	
Founding Group Membership	ABC1.2FoundingGrp.pdf
Attachment 1 – Founding Group résumés and biographies	ABCAttachment1.pdf
Background of Leadership Team	ABC1.2Background.pdf
Principal/Founding Group, School Leader, and School Leadership Team	ABC1.2Leadership.pdf
Attachment 2 – Principal/School Leader candidate qualification	ABCAttachment2.pdf
Attachment 3 – Qualifications, résumés, professional biographies of the school’s leadership/management team	ABCAttachment3.pdf
Section 1.3 – Education Plan	
Curriculum and Instructional Design	ABC1.3Curriculum.pdf
Attachment 4 – Course Scope and Sequence	ABCAttachment4.pdf
Attachment 5 – Units of instruction	ABCAttachment5.pdf
Student Performance Goals	ABC1.3Goals.pdf
High School Graduation Requirements	ABC1.3HSGradReqs.pdf
School Calendar and Schedule	ABC1.3Calendar.pdf
Attachment 6 – School Calendar	ABCAttachment6.pdf
Supplemental Programming	ABC1.3SuppProg.pdf
Special Populations and At-Risk Students	ABC1.3AtRiskStudents.pdf
Student Recruitment and Enrollment	ABC1.3Recruitment.pdf
Attachment 7 – Enrollment and Withdrawal Policies	ABCAttachment7.pdf
School Culture	ABC1.3Culture.pdf
Student Discipline	ABC1.3Discipline.pdf
Section 1.4 – Performance Management	
Performance Management	ABC1.4PerfMgmt.pdf
Section 1.5 – Staffing	
Staff Structure	ABC1.5StaffStructure.pdf
Attachment 8 – Organizational Chart	ABCAttachment8.pdf
Staffing Plans, Management, and Evaluation	ABC1.5StaffPlans.pdf
Professional Development	ABC1.5ProfDev.pdf
Section 1.6 – Governance and Management	
Legal Status and Governing Documents	ABC1.6LegalDocs.pdf
Attachment 9 – Articles of Incorporation, Board Bylaws and Policies	ABCAttachment9.pdf
Attachment 10 – Signed Statement of Assurances	ABCAttachment10.pdf
Governing Board	ABC1.6BOD.pdf
Attachment 11 – Board Member Information Form	ABCAttachment11.pdf
Attachment 12 – Charter School Board Member Disclosures Form	ABCAttachment12.pdf
Advisory Bodies	ABC1.6Advisory.pdf
Grievance Process	ABC1.6Grievance.pdf

Section 1.7 – Parent and Community Involvement	
Parent Involvement	ABC1.7ParentInv.pdf
Attachment 13 – Evidence of Support from Prospective Parents	ABCAttachment13.pdf
Community Involvement	ABC1.7CommInv.pdf
Attachment 14 – Evidence of Support from Community Partners	ABCAttachment14.pdf
Section 1.8 – Start-Up and Operations	
Start-Up Plan	ABC1.8StartUp.pdf
Attachment 15 – Start-Up Plan	ABCAttachment15.pdf
Attachment 16 – Budget Sheets	ABCAttachment16.pdf
Transportation	ABC1.8Trans.pdf
Safety & Security	ABC1.8Safety.pdf
Student Food Services	ABC1.8FoodServ.pdf
Student Health Services	ABC1.8HealthServ.pdf
Insurance Coverage	ABC1.8Insurance.pdf
Attachment 17 – Insurance Coverage	ABCAttachment17.pdf
Student Records	ABC1.8Records.pdf
Section 1.9 – Facilities	
Facilities	ABC1.9Facilities.pdf
Attachment 18 – Floor Plans or Facility Description	ABCAttachment18.pdf
Section 1.10 – Budget and Finance	
Budget	ABC1.10Budget.pdf
Attachment 19 – Revenue Estimates	ABCAttachment19.pdf
Attachment 20 – Budget Narrative	ABCAttachment20.pdf
Business Plan	ABC1.10BusinessPlan.pdf
Attachment 21 – Business Plan	ABCAttachment21.pdf
Section 2.4 – Charter Management Companies & Highly Successful Charter School Operator Supplement	
Capacity	ABC2.4CMOCapacity.pdf
Attachment 22 - Charter Management Company Documentation	ABCAttachment22.pdf
Attachment 23 – Business Plan (if applicable)	ABCAttachment23.pdf
Attachment 24 – Network-Level budget	ABCAttachment24.pdf
Attachment 25 – Network-Level Budget Narrative	ABCAttachment25.pdf
Performance Record	ABC2.4CMORecord.pdf
Attachment 26 – Portfolio Summary Template	ABCAttachment26.pdf
Attachment 27 – Delaware School Reports (if applicable)	ABCAttachment27.pdf
Attachment 28 – Delaware School Financials (if applicable)	ABCAttachment28.pdf
Attachment 29 – Operator Financials	ABCAttachment29.pdf
Attachment 30 – Litigation Documentation	ABCAttachment30.pdf

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`

