

**2015-16 Charter Application Timeline**  
**Adopted July 9, 2015 by the State Board of Education**  
**Technical procedural modifications added October 12, 2015**

<b>July 15, 2015</b>	<p><b>2016 Application Accessible to New Applicant Groups (schools opening 2017-18)</b></p> <ul style="list-style-type: none"> <li>• Application link posted on Office of Charter Schools (OCS) website</li> <li>• Potential applicant registers for <a href="https://ncid.nc.gov">NCID</a> to access application (<a href="https://ncid.nc.gov">https://ncid.nc.gov</a>)</li> <li>• Potential applicant uses NCID Credentials created to access Application</li> </ul>
<b>September 25, 2015</b>	<p><b>Online Application due – 5:00 pm Eastern Standard Time</b></p> <ul style="list-style-type: none"> <li>• Non-refundable \$1,000 application fee and Application Fee Payment Form must have been received by the Office of Charter Schools by this time</li> <li>• Application link goes to <b><u>Read Only</u></b> Status at 5:00:01 pm (EST)</li> </ul> <p><b>NOTE:</b> Applicants are strongly encouraged to submit the application and non-refundable fee prior to September 25, 2015</p> <p><b>*An application submitted without the non-refundable fee or submitted after 5:00 pm EST will be considered <i>incomplete</i>*</b></p>
<b>October 2015</b>	<p><b>Application Completeness Screening</b></p> <ul style="list-style-type: none"> <li>• Office of Charter Schools (OCS) uses a completeness checklist to determine whether each application is complete</li> <li>• Applicant is notified (via the online application system) regarding whether application has been determined to be complete/incomplete</li> <li>• Applicant is given five business days to submit any missing information <b>via the online application system only</b></li> <li>• OCS presents completeness checklist reviews to the Charter Schools Advisory Board (CSAB) <ul style="list-style-type: none"> <li>○ Applicant who <b>does not</b> submit missing information within five business days will be considered to have submitted an <b>incomplete</b> application</li> <li>○ Any application deemed incomplete is stopped/does not move forward in the application process</li> <li>○ Any application with all information submitted will be considered complete</li> <li>○ Any Applicant who submits a complete applications will receive an interview</li> </ul> </li> </ul>

<p><b>October 2015 - November 2015 -</b></p> <p><b>(tentative schedule)</b></p>	<p><b>Application Initial Review</b></p> <ul style="list-style-type: none"> <li>• External evaluators and Department of Public Instruction (DPI)/Office of Charter Schools (OCS) staff use an evaluation rubric to provide feedback on each application</li> <li>• OCS compiles the list of clarification items and forwards the list to each applicant</li> <li>• <b>Clarification Request</b> - within five working days of receiving the written notification of items for clarification, applicant may provide clarifying information to OCS <i>via the online application system only</i></li> </ul>
<p><b>December 2015 - May 2016</b></p> <p><b>(tentative schedule)</b></p>	<p><b>CSAB Committee Review of Application</b></p> <ul style="list-style-type: none"> <li>• All information from the Initial Application Review (external comments plus the responses from the applicants; and completed evaluation rubrics, which include initial recommendations regarding whether application should move forward) submitted to the CSAB committees</li> <li>• CSAB committee members discuss each application in depth</li> <li>• Staff presents the information from the initial review, answers questions</li> <li>• <b>Interview</b> – for each applicant, the Board of Directors (BOD) and contracted service providers for the proposed school make themselves available to address questions/concerns posed by the committee/CSAB</li> <li>• Committees conduct in-depth one hour interviews of each invited applicant Board of Directors (BOD) in front of the full CSAB</li> <li>• The full CSAB deliberates following each applicant interview</li> <li>• The full CSAB votes to recommend whether or not the State Board of Education (SBE) should grant approval/initiate the Planning Year for each applicant</li> <li>• Applicant receives official written notification (<i>via the online application system</i>) of the CSAB recommendation</li> </ul>
<p><b>June 2016</b></p>	<p><b>CSAB Recommendations forwarded to SBE</b></p>
<p><b>August 2016</b></p>	<p><b>SBE considers CSAB recommendation for each applicant and may grant approval of the charter contingent upon successful completion of the Planning Year (also known as “Ready to Open” Process)</b></p> <p>Applicant notified in writing (<i>via the online application system</i>) of the SBE decision</p>
<p><b>August 2017</b></p>	<p><b>Approved Schools Open</b></p>