

Navigating the Online Application System

Note: Read All Information Carefully and Complete All Sections of the Application

Step 1: An NCID is required to complete an online application

- Register for a new **individual** NCID account at <https://ncid.nc.gov/>
- Wait for the validation email from NCID and follow the instructions given
- After validating your NCID – you are now ready to start a 2016 Application!

▪ **Step 2:** Access the application link at <https://schools.nc.gov/charterapp>
Your screen should reflect:



If you have not submitted a Letter of Intent (LOI) to the Office of Charter Schools electronically to Deanna Townsend-Smith at deanna.townsend-smith@dpi.nc.gov by **12:00 noon EST on September 6, 2013** your application will NOT be accepted.

NOTE Letters of Intent received after the deadline will **not** be accepted by the Office of Charter Schools. Applicants who fail to submit this required Letter of Intent by the deadline will not be permitted to submit a December application.

Applicants, instead, must wait until the next application round opens. You can learn more about the application process and Letter of Intent at <http://www.ncpublicschools.org/charterschools/applications/>

Login

Enter your NCID username and password appropriately to proceed to the site.

All information entered into this system may be viewed by authorized personnel.

If you do not have an NCID, please click on the <https://ncid.nc.gov> to get started.

User Name

Password

Login

- Use your NCID credentials to sign in

- Should you have problems remembering your NCID or forget to validate your account within the allotted time:
 - Contact the NCID Help Desk
 - Phone **919-754-6000** or toll free at **1-800-722-3946**

Step 3:

Enter your information on the following screen and click subscribe:

The screenshot shows the 'Enter User Information' form on the North Carolina Charter Schools Online Application page. The form is titled 'Enter User Information' and contains the following fields and buttons:

- NCID User Name: brendajoyce56
- *Your First Name:
- *Your Last Name:
- *Your E-Mail Address:
- Your Phone Number:
-

A blue arrow points from the 'Step 3' instruction box to the 'Enter User Information' form.

Step 4:

You will then be directed to the page listed below. Read all the information listed before continuing.

The screenshot shows the 'Welcome' page on the North Carolina Charter Schools Online Application page. The page has a navigation bar with the following links: >> Welcome, Timeline, Application Menu, Resources, Appeal. The main content area is titled 'Welcome' and contains the following information:

- CHARTER SCHOOL APPLICATION
- Schools opening in the fall of 2016
- See [Resource Manual](#) for Assistance
- Due by 5:00 pm EDT, September 26, 2014
- *Applications must be submitted using the Online Portal*
- North Carolina Department of Public Instruction
NC DPI Office of Charter Schools
301 N. Wilmington Street
Raleigh NC 27601-2825
919-807-3491
- Mailing Address:
6303 Mail Service Center
Raleigh, NC 27699-6303

A black arrow points from the 'Step 4' instruction box to the 'Welcome' page.

Step 5:

Click on the timeline tab to view important dates established in the 2015 Application Process

The screenshot shows the North Carolina Charter Schools Online Application website. The header includes the North Carolina Charter Schools logo, the text "Online Application", and a user ID "tuda1234" with a "Feedback" link. A navigation bar contains links for "Welcome", "Timeline", "Application Menu", "Resources", and "Appeal". The "Timeline" link is highlighted with a red arrow pointing from the "Step 5" instruction. Below the navigation bar, the page title is "CHARTER SCHOOL 2014 Application Process" with the subtitle "To open a charter school in the 2016-2017 school year". The main content area is divided into two sections. The first section, titled "APPLICATION DUE DATE/TIME", contains the following text: "September 26, 2014 by 5:00 pm EDT", "A complete online application package, in the Office of Charter Schools.", "****Non-Refundable \$1000 Application fee due to the Office of Charter Schools****", and "Application Fee Payment Details can be found on the Office of Charter Schools Website". The second section, titled "ONLINE APPLICATION SPECIFICATIONS", contains the following text: "Applicants can submit applications prior to the deadline, September 26, 2014 at 5:00pm EDT. All applications must be submitted using the online portal and applicants are to use the following specifications:" followed by a numbered list of four specifications.

CHARTER SCHOOL
2014 Application Process
To open a charter school in the 2016-2017 school year

APPLICATION DUE DATE/TIME

September 26, 2014
by 5:00 pm EDT

A complete online application package, in the Office of Charter Schools.
****Non-Refundable \$1000 Application fee due to the Office of Charter Schools****
Application Fee Payment Details can be found on the Office of Charter Schools Website

ONLINE APPLICATION SPECIFICATIONS

Applicants can submit applications prior to the deadline, September 26, 2014 at 5:00pm EDT. All applications must be submitted using the online portal and applicants are to use the following specifications:

1. All required Appendices should be clearly titled, include page numbers (i.e. Appendix A and page numbers as- A1, A2, B1...), and submitted in the appropriate places within the application.
2. **Any** answer given within the application which is not original to the applicant, the applicant must provide a citation to the source of the answer.
3. Review all elements of your application for completeness before submitting. **An incomplete application will result in the elimination of the application.**
4. Late submissions **will not** be accepted. No exceptions.

Step 6:

You now have full access to the online application to view and complete each section:

Feedback Button

Table of Contents

- Application Contact Information
 - » Application
 - Proposed Grades
 - Served and Total Enrollment Table
- Mission, Purposes, and Goals
 - Mission
 - Purposes
 - Goals
- Education Plan
 - Platform Delivery
 - Instructional Program
 - Whole Child Dev
 - Special Programs and "At-Risk" Students
 - Exceptional Children
 - Special Services
 - Student Performance Standards
 - Student Conduct and Discipline
- Governance, Operations, and Capacity
 - Governance
 - Operational Components
 - Private Nonprofit Corporation
 - Proposed Management Organization (EMO or CMO)
 - Historical Context
 - Staffing Plans, Hiring, and Management
 - Staff Evals and PD
 - Enrollment and Marketing
 - Parent and Community Involvement
 - Admissions Policies
 - Protected Student Enrollment
 - Transportation Plan
 - School Lunch Plan
 - Civil Liability and Insurance
 - Health and Safety

Application Contact Information

All fields must be completed. If a particular question does not apply to your team or proposal, respond "Not Applicable," in the space provided AND state the reason the question is not applicable to your team or proposal.

*Name Of Proposed Charter School: Love Charter

*Name Of Non-profit Organization Under Which Charter Will Be Organized Or Operated:

*Has The Organization Applied For 501(c)(3) Non-Profit Status: ☐ Yes ☐ No

Provide the name of the person who will serve as the primary contact for this Application. The primary contact should serve as the contact for follow-up, interviews, and notices regarding this Application.

*Name Of Contact Person: Brenda Love

*Title/Relationship To Non-profit: CEO

*Mailing Address: 123 Mister Street

*City/State/Zip: Raleigh NC 27614

*Primary Telephone: 919-000-0000 *Alternate Telephone: (i.e. xxx-xxx-xxxx)

*Email Address: deanna.townsend-smith@dpi.nc.gov

Name of county and local education agency (LEA) in which charter school will reside:

*County: WAKE

*LEA: 920 - Wake County Schools

Is this application a Conversion from a traditional public school or private school?
☐ Yes ☒ No

Is this application being submitted as a replication of a current charter school model?
☐ Yes ☒ No

*Is this application for Virtual charter school?
☒ Yes ☐ No

Cancel Save Changes Save Changes and Go to Next Page

Important Tips:

- The best browsers to use for the online application system is Google Chrome or Mozilla
- Remember to save your information as you complete each section.
- Attach appendices in the appropriate section of the application
- Until the application window closes you will have the ability to "Submit" or "Un-submit" your application
- If you un-submit your application it is your responsibility to re-submit the application
- All letters submitted to SBE/CSAB/OCS must be submitted using the online application system
- At times you may encounter an error message:
 - When the error message occurs totally close the browser you are working in
 - Open a new browser
 - Sign in again to the online application system
- Complete the application in sequence as the application is designed to open additional questions depending on answers given.
- You should pay close attention to the colors within the **Table of Contents** to the left of the application:
 - Green** – section completed in its entirety
 - Red** – information is not complete
 - Black** - section not complete
- Should you need technical assistance press the **feedback button** to report problems or concerns to the web master. Please note, the web master does not answer questions related to the content of the application.
- Cutting and pasting responses from a word document or any other platform will cause technical difficulties in the online system. *Type responses to questions directly into the online platform.*