

Charter School Renewal Timeline

Charter School Renewal process is a two year process. The renewal process is outlined below.

Date	To Do:	By Whom:
August of year 1	A memo explaining the renewal process along with the self-study are sent to the administrators at each school up for renewal.	Office of Charter Schools (OCS) Consultant in charge of renewals sends out the memo.
September of year 1	An invitation for a webinar is sent to administrator. The webinar is held for those administrators beginning the renewal process.	OCS Consultant in charge of renewals will provide webinar.
October of year 1	Compliance meetings are held with all sections for schools that are in the renewal process.	OCS Consultant in charge of renewals sends this information out.
December of year 1	Compliance information is shared with schools.	OCS Consultant in charge of renewals shares this information with the school and the OCS Consultant of that school.
December of year 1	Schools submit their Self-Study and renewal fee.	Schools submit the self-study and renewal fee to OCS.
February of year 1	Schedule renewal site visits.	OCS Consultant in charge of renewals will work with the school to schedule the renewal visit.
February- September of year 1	Renewal site visits conducted.	OCS Consultant in charge of renewals and one or more consultants will visit schools.
September of year 2	Renewal Site Visit Summary completed for each school.	Team members from each visit will make sure the visit is documented for presentation to the CSAB.
September of year 2	Compliance meetings are held with all sections for schools that are in the renewal process.	Data sheets will be completed.
September of year 2	Information that will be shared with the Charter School Advisory Board (CSAB) is sent to each school for review. (Renewal visit summary, data, and compliance.)	OCS Consultant in charge of renewals will send the information to charter school administrators.
October of year 2	CSAB meets regarding renewals.	OCS Consultant in charge of renewals will present to CSAB.
October of year 2	Schools are notified if the CSAB would like to interview them in	OCS Consultant in charge of renewals will send email out to

	November.	charter schools.
November of year 2	CSAB interviews schools and make recommendations to the SBE.	CSAB recommendations are forwarded to SBE.
December-January of year 2	SBE reviews CSAB recommendations regarding renewals.	In January, SBE makes renewal decisions.