



Charter School Revision Guidelines for New York State Board of Regents- Authorized Charter Schools

New York State Board of Regents State Education
Department

Charter School Office

89 Washington Avenue Albany, New York 12234

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OVERVIEW

The CSO, on behalf of the Commissioner and the Board of Regents, may require you to submit additional information not included in the lists below prior to consideration of the revision request.

Please Note: Where redlined documents are required, use the track changes feature in your word

SUBMITTING A REVISION REQUEST

The required first step in this process is to contact your CSO liaison

revision requests at different times in a single academic year is strongly discouraged.

separate signed

final

only accept

If a charter school is requesting multiple revisions, each revision request must be submitted separately in the NYSED CSO Portal.

REVISION WINDOW

All proposed MATERIAL charter revisions must be submitted to the

SUBMISSION REQUIREMENTS³ FOR ALL REVISIONS (MATERIAL AND NON-MATERIAL)

MATERIAL REVISIONS

Common Material Revisions and the Additional Required Documents

- A. Revisions that fundamentally alter a school's key design elements or overall school design must include the following:

charter

interwoven throughout the

C.

D. Any change to grades served must include the following:

F. Restructuring of the Education Corporation

NON-MATERIAL REVISIONS

Common Non-Material Revisions and Additional Documents Required

- A. Temporary or permanent relocations of the school, or acquisitions of a new facility or building, within the same school district, or same borough in New York City, must include the following:¹²

E. Discontinuing a contract with an entity that provides comprehensive management services must include the following:

F. Changing the name of the school must include the following: ¹⁶

G. Changing the name ome om .2 (e)-1 (o)1.m omehemmng7 (p(m)-6.tr (ng7 ((m)-8.2.2 (e)-18 (he)(m)-6.tn 9 (m)-6

- I. Changes or corrections to a school’s mission or vision, curriculum model, educational philosophy or program, or minor changes to key design elements or overall school design must include the following:¹⁸

Please note:

N. Requesting a Planning Year (New Schools Only).

O. Other minor changes to the school's charter

OTHER CHANGES NOT CONSIDERED REVISIONS¹⁹

COMMON REASONS REVISION REQUESTS ARE DENIED

REVISION REQUEST BEST PRACTICES

prior to

FOR ADDITIONAL RESOURCES, PLEASE CONTACT YOUR [CSO LIAISON](#) OR EMAIL CHARTERSCHOOLS@NYSED.GOV.

APPENDIX A: SAMPLE ENROLLMENT/GRADE REVISION CHARTS

**Table 1: Sample Charter School
Approved Enrollment/Grade Configuration**

	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX
Grade Configuration					
Total Approved Enrollment					

**Table 2: Sample Charter School
Proposed Enrollment/Grade Configuration**

	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX
Grade Configuration					
Total Proposed Enrollment					

APPENDIX B: SAMPLE FACILITIES TABLE

Table 1: Sample Current Facilities Table

20XX - 20XX	Address	School District /CSD	Grade Levels	Enrollment
20XX - 20XX	Address	School District /CSD	Grade Levels	Enrollment
20XX - 20XX	Address	School District /CSD	Grade Levels	Enrollment
20XX - 20XX	Address	School District /CSD	Grade Levels	Enrollment
20XX - 20XX	Address	School District /CSD	Grade Levels	Enrollment

Table 2: Sample Proposed Facilities Table²⁶

20XX - 20XX	Address
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APPENDIX C2: FINAL PLANNING YEAR STATEMENT OF ASSURANCE

20__ - 20__ academic year [e.g., third] and final for the

,

_____ denied _____

APPENDIX D: NYSED BUDGET TEMPLATE

[Link to Budget Template](#)

APPENDIX E: FISCAL IMPACT TABLE

[Link to Fiscal Impact Table Template](#)