



Charter School Revision Guidelines

**New York State Board of Regents
State Education Department**

Charter School Office

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Table of Contents

Overview	3
Submitting a Revision Request	3
Revision Deadlines	4
Understanding Material versus Non-Material Revisions	5
Submission Requirements	6
Common Material Revisions and the <i>Additional</i> Documents Required.....	7
Common Non-Material Revisions and the <i>Additional</i> Documents Required	11
Other Changes Not Considered Revisions	15
What to Expect After Submission	16
Common Reasons Revisions Are Denied	17
Appendix A: Sample Enrollment/Grade Revision Charts	18
Appendix B: Planning Year Statement of Assurance	19
Appendix C: NYSED Budget Template	20
Appendix D: Fiscal Impact Table	27

Overview

Charter schools operate with expanded autonomy in exchange for increased accountability. A charter school is held accountable to the language set forth in the approved initial and/or renewal charter application, which becomes part of the school's charter. A revision is a change to the school design as set forth in the school's charter. These revisions may include, but are not limited to, changes to the academic program, governance structure, mission, key design elements, location of the school, and/or certain policies and procedures.

Revisions to a charter may require the approval of either the Board of Regents (for material revisions) or the Commissioner of Education (for non-material revisions), before the school can implement the change.

These guidelines are designed to provide general information about the process for requesting revisions to charters. However, there are also many operational changes that are not considered material revisions (e.g., adding members to the Board of Trustees) but that may require other processes and/or approval by the New York State Education Department's Charter School Office (CSO). Also, schools that are being renewed in the current academic year in which the revision request is being submitted must submit material and non-material revision requests *as part of their renewal application*. Renewal schools may not use these guidelines for the submission of a separate revision request but rather should use these guidelines to inform the inclusion of any revision requests in its renewal application.

All charter schools authorized by the Board of Regents have a staff member of the CSO designated as their liaison. **As a first step in the revision process, please contact your CSO liaison as early as possible for assistance in determining whether a revision is material or non-material, and to determine whether other processes are required at the start of this process.** The school's CSO liaison is a resource that schools should use throughout the charter term, early on in strategic planning discussions, and strong communication throughout the process with your liaison will save your school time. A liaison list is available on the CSO web site: <http://www.p12.nysed.gov/psc/Footer/contact.html> or accessible by emailing CharterSchools@nysed.gov.

Submitting a Revision Request

1. The first step in this process should be to contact your CSO liaison for guidance and clarification regarding whether the proposed revision is material, non-material, or neither, and to determine whether there are any significant issues the school should consider and address before submitting the proposed revision. The CSO strongly recommends starting this process as soon as possible in the fall prior to the year of implementation of the proposed revision.

2. Consider whether there are any other revisions being sought for the upcoming academic year that can be included in the proposal. Material revisions that were denied in the past can be re-submitted **ONLY** if the premises for denial by NYSED have been removed and/or rectified. Submitting a complete revision request with additional revisions, if applicable, will result in faster processing time and a more coherent presentation to the Board of Regents. Multiple separate revision requests in a single academic year are discouraged.
3. Prepare and submit the proposed revision to the charter school's board of trustees for approval and prepare a resolution to include with the board meeting minutes for the applicable meeting.
4. Submit the proposed revision and all required documents set forth in this document via the NYSED CSO Portal: https://nysed-cso.smapply.io/prog/charter_revisions/. Detailed instructions on how to access and navigate the portal are found on the CSO's webpage here: <http://www.p12.nysed.gov/psc/regentsoversightplan/policy/charrevguide.html>. The CSO will **only accept** revision requests, both material and non-material, through the portal. Upon entering the portal, follow all prompts required to submit the revision. If a charter school is requesting multiple revisions, please follow the directions within the portal to do so.

Revision Deadlines

Charter schools are strongly encouraged to plan ahead regarding charter revisions, particularly those of a material nature. Therefore, all proposed material charter revisions must be submitted to the [NYSED CSO Portal](#) no later than **December 15th of the year prior to the academic year in which the proposed revision will commence**. For example, if a school wishes to implement a material charter revision in the 2022-2023 school year, the proposed material charter revision request must be submitted to the CSO no later than December 15, 2021.

Although non-material revisions can be submitted to the CSO throughout the academic year, in order to determine whether or not a revision would constitute a material change, the CSO strongly advises charter schools to discuss any and all potential revisions being discussed by the school early in the academic year prior to implementation of such a change so as not to miss any deadlines if the revision is determined to be material in nature.

In the **rare** instance that extenuating circumstances preclude the submission of a proposed charter revision by the December 15th deadline (e.g., severe damage from a natural disaster that interrupts operation of the school), the school should promptly contact its CSO liaison to discuss the need for the charter revision and the possibility of an alternative timeline for submitting the proposed revision. The CSO reserves the sole right to determine if a material revision request will be accepted for consideration after the December 15th deadline.

If the charter school is in a renewal year, when possible, requests for material and non-

material revisions are required to be submitted with the school's application for charter renewal rather than in a separate submission. A school in a renewal year should use these guidelines to inform the inclusion of any revision requests in its renewal application as directed in the application.

Requests for a change to the name of a charter school authorized by the Board of Regents **will not be considered** or recommended for approval by the Board of Regents except as part of an application for charter renewal or merger/consolidation. The only exceptions to this requirement will be:

1. If a school has the name of a community in its name and is seeking approval to relocate outside of that community. In those cases, the request for a name change should be made at the same time the request is made to relocate the school; or
2. If a school's name reflects [an entity that provides comprehensive management services](#), a Charter Management Organization (CMO), or other partnership relationship that is being terminated. In those cases, the request for a name change should be made at the time the request to terminate the CMO/partnership relationship is made.

Non-material charter revision requests can be made to the school's CSO liaison at any time throughout the calendar year. However, it is strongly advised to coordinate non-material revision submissions with the school's CSO liaison as early in the academic year as possible. While the CSO staff endeavors to respond to non-material revision requests as soon as possible, schools should allow ample time for documents to be reviewed. Schools are asked to submit non-material revision requests *at least* 30 days prior to the proposed implementation date.

Understanding Material versus Non-Material Revisions

NYSED is the sole determinant in identifying a revision request as a material or non-material change. However, schools should work closely with their liaisons to discuss the difference between material and non-material revisions. The liaison will review the request and determine if the revision meets the criteria for a material revision as specified in the Rules of the Board of Regents ([8 NYCRR §3.16\(c\)](#)). Although there are exceptions, material revisions are considered to be those revisions that result in a significant change to the school's educational philosophy, key design elements, mission or vision; governance or leadership structure; or curriculum model or school design changes that are inconsistent with that approved in the current charter. Material revisions also include the hiring or termination of [an entity that provides comprehensive management services](#); a change in school name; a change in location, if such revision results in relocation to another school district or borough in New York City; the maximum authorized enrollment; and/or grade levels served.

Non-material revisions are generally less significant changes to the school's educational philosophy, key design elements, mission or vision; governance or leadership structure; the

curriculum model; or school design, as determined by the Commissioner. Non-material revisions may also include changes to the school's calendar or schedule; the school's by-laws; code of conduct; and/or major policies and procedures.

As always, contact the school's CSO liaison for guidance. To foster the success of all Board of Regents-authorized charter schools, the CSO strongly encourages all schools to have regular, open, and ongoing communication with the school's CSO liaison.

Submission Requirements¹ for ALL Revisions (Material and Non-Material)

All revision requirements shall be submitted through the [NYSED CSO Portal](#) as stated above. The following information is required for all revisions:

1. Complete the cover letter form with:
 - a) The name and main address of the charter school;
 - b) The name, position, and contact information of person submitting the proposed revision;²
 - c) A general description of the revision;
 - d) A justification for the revision; and
 - e) A proposed timeline for implementation.
2. Finalized board meeting minutes and a signed board resolution on school letterhead related to the school board's approval of the proposed revision, uploaded in PDF Format;
3. The revised charter, document, or policy, which shows the proposed change(s) – known as a “redlined” version of the document. Use the Track Changes feature in your word processing software to show the modified text (creating a redlined version for CSO review). Please submit actual pages with your tracked changes, not a summation of revised text. This can be limited to the relevant sections of the document, but should then include the entirety of those sections;
4. A plan to share and solicit meaningful feedback for the proposed revision with the school, parents/guardians, and community stakeholders, as well as prior and future engagement with such groups applicable to the proposed revision, if they may be impacted; and
5. Any other information that the school deems relevant to the proposed charter revision.

¹ After the initial submission, the CSO may determine that additional materials and/or information not outlined in this document are required.

² If the person submitting the proposed revision is not the President/Chairperson of the board of trustees, the revision must include a board resolution signed by the President/Chairperson, indicating that the board of trustees has authorized the individual to submit the proposed revision on behalf of the board.

Note: Changes to the school’s charter, whether they are material or non-material, may not be implemented until approved by the CSO or the Board of Regents, whichever is applicable. Any proposed revisions or portions thereof that are not specifically approved are deemed denied. The CSO, on behalf of the Commissioner and the Board of Regents, may require you to submit additional information.

Material Revisions

Common Material Revisions and the *Additional* Documents Required³

A. Revisions that fundamentally alter a school’s key design elements, mission, vision, or educational philosophy must include the following:

1. A line-by-line “redlined” version comparison of changes. Use the Track Changes feature in your word processing software to show the modified text (creating a red-lined version for CSO review). Please submit actual pages with your tracked changes, not a summation of revised text. This can be limited to the relevant sections of the document, but should then include the entirety of those sections

B. Significant changes in the organizational/leadership structure of the school (e.g., adding a new layer of administrative reporting) must include the following:

1. A summary of the changes to organizational/leadership structure;
2. The current organizational chart;
3. The proposed organizational chart, highlighting any changes;
4. A revised staffing plan, including a summary of the roles and responsibilities for the school’s administrative and leadership staff; and
5. A revised budget, using the NYSED budget template (see Appendix C).

C. Changes in the school design and/or educational program that are inconsistent with those in the approved charter must include the following:

1. A line-by-line “redlined” version comparison of changes. Use the Track Changes feature in your word processing software to show the modified text (creating a red-lined version for CSO review). Please submit actual pages with your tracked changes, not a

³ In the event that a revision requested does not fall into one of these enumerated categories, the CSO will determine what additional materials, if any, are needed from the school.

summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections;

2. A brief narrative detailing whether the revision is expected to have any budgetary implications and if those implications will increase or decrease the school's budget. If a budgetary change is anticipated, a revised budget using the NYSED budget template (see Appendix C) for each year through the end of the charter term must be included; and
3. A revised staffing plan, including a summary of the roles and responsibilities for the school's administrative and leadership staff.

D. Temporary or permanent relocation of the school to a new school district, or a new borough in New York City, must include the following:^{4,5}

1. Identification of the current location of the school, grades served, the number of students served currently therein, and the maximum number of students that can be served at capacity;
2. Identification of the proposed location of the school (including the district or CSD of location), grades served, the number of students served currently therein (if any), and the maximum number of students that can be served at capacity;
3. An analysis of the projected programmatic and fiscal impact of the charter school on the proposed new school district of location, and other public and nonpublic schools in the area (see Appendix D);
4. A copy of the proposed purchasing contract and/or lease agreement, along with a summary detailing the source of funds used for the purchase/lease including but not limited to public funds, new market tax credits, bonds, donations, and loans;
5. A rationale as to why this building purchase/lease is proposed as opposed to other properties and a market analysis showing that the purchase or lease terms are at or below market rate. Any extenuating circumstances regarding the proposed building should be included in the rationale;
6. Certificate of Occupancy and Fire Inspection (see [NYSED guidance regarding the Fire Inspection](#)) documents for the facility. For buildings where this is not yet available, the school should submit a detailed timeline as to when these required documents will be obtained which must be prior to occupancy of this building by staff or students;

⁴ Notice of the revision will be provided to the current school district and the proposed school district of location. Hearings will take place in both districts.

⁵ Charter schools located in NYCDOE public school buildings must also coordinate with the New York City Department of Education on any proposal to expand within a current facility or relocate to another NYCDOE facility.

7. A revised budget for each year through the end of the charter term, using the NYSED budget template (see Appendix C); and
8. Evidence of engagement with parents/guardians of children enrolled in the school as well as the community in the new area of location. A transportation plan to ensure that existing and future students are able to get to the newly proposed location must be included.

E. Contracting with [an entity that provides comprehensive management services](#) must include the following:⁶

1. A copy of all proposed contracts with [the entity that provides comprehensive management services](#) (the contract requires separate CSO approval prior to final execution);
2. A copy of revised by-laws, which must include provisions required by Sections 2.13, 2.14, and Exhibit C of the Charter Agreement. Use the Track Changes feature in your word processing software to show the modified text (creating a red-lined version for CSO review). Please submit the entirety of the by-laws with your tracked changes, not a summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections;
3. Evidence of a clearly defined, performance-based relationship between the school's board of trustees and proposed [entity that provides comprehensive management services](#);
4. Evidence that the proposed [entity that provides comprehensive management services](#) is a not-for-profit entity;
5. Evidence that a proposed [entity that provides comprehensive management services](#) has a demonstrated track record of positive academic results and responsible fiscal management; and
6. A revised budget for each year through the end of the charter term or the proposed contract, whichever ends last, using the NYSED budget template (see Appendix C).

F. Discontinuing a contract with an [entity that provides comprehensive management services](#) must include the following:

1. A copy of any amended contracts or agreements with the [entity that provides comprehensive management services](#) (may require separate CSO approval);

⁶ Please refer to the NYSED [Definition of an Entity That Provides Comprehensive Management Services](#)

2. A copy of revised by-laws. Use the Track Changes feature in your word processing software to show the modified text (creating a redlined version for CSO review). Please submit the entirety of the by-laws with your tracked changes, not a summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections;
3. Evidence that the school has the capacity to operate independently of the [entity that provides comprehensive management services](#); and
4. A revised budget for each year through the end of the charter term, using the NYSED budget template (see Appendix C).

G. Changing the name of the school or education corporation must include the following:⁷

1. The rationale for the proposed name change.

H. Increases or Decreases to the maximum enrollment and/or grade span⁸ must include the following:

1. The approved enrollment chart for the entire current charter term;⁹
2. A proposed enrollment chart for the entire current charter term (or proposed charter term for renewal schools only);
3. Identification of the current location of the school and any plans to secure additional or new space to accommodate the increased enrollment or grades;
4. Evidence of the demand for additional seats and/or grades at the school;
5. A description of whether and how the increased enrollment and/or grade span would affect the distribution of students across grades in the school;
6. A plan for developing curriculum-related information for any new grades being proposed, consistent with what was required in the original application for the charter;
7. A revised budget for each year through the end of the charter term, using the NYSED budget template (see Appendix C);

⁷ The proposed name must include the words “charter school” and shall not include the name or identification of a for-profit business or corporate entity.

⁸ Board of Regents-Authorized charter schools are not permitted to exceed the approved maximum enrollment of the school and may not enroll less than 85% of the approved projected enrollment in a given year.

⁹ See Appendix A

8. An analysis of the projected programmatic and fiscal impact of the charter school on the proposed new school district of location, and other public and nonpublic schools in the area (see Appendix D); and
9. A revised staffing plan, including a summary of the roles and responsibilities for the school's administrative and leadership staff, if applicable.

I. Merger/Consolidation of Education Corporation

Please refer to the [Guidelines for Submitting an Application for Merger/Consolidation](#) for complete information.

J. Restructuring of the Education Corporation

Please refer to the [Guidelines on the Submission of Plans to Restructure an Existing Education Corporation/School At-Risk of Non-Renewal/Closure](#) for complete information.

Non-Material Revisions

Common Non-Material Revisions and the *Additional* Documents Required

- A. Temporary or permanent relocation of the school within the same school district, or same borough in New York City, or acquisition of a new facility or building, must include the following:¹⁰**
1. Identification of the current location of the school, grades served, the number of students served currently therein, and the maximum number of students that can be served at capacity;
 2. Identification of the proposed location of the school (including the district or CSD of location), grades served, the number of students served currently therein (if any), and the maximum number of students that can be served at capacity;
 3. An analysis of the projected programmatic and fiscal impact of the charter school on the proposed new location, and other public and nonpublic schools in the area (see Appendix D);
 4. A copy of the proposed purchasing contract and/or lease agreement, along with a summary detailing the source of funds used for the purchase/lease including but not limited to public funds, new market tax credits, bonds, donations, and loans;

¹⁰ Charter schools located in NYCDOE public school buildings must also coordinate with the New York City Department of Education on any proposal to expand within a current facility or relocate to another NYCDOE facility.

5. A rationale as to why this building purchase/lease is proposed as opposed to other properties and a market analysis showing that the purchase or lease terms are at or below market rate. Any extenuating circumstances regarding the proposed building should be included in the rationale;
6. Certificate of Occupancy and Fire Inspection (see [NYSED guidance regarding the Fire Inspection](#)) documents for the facility. For buildings where this is not yet available, the school should submit a detailed timeline as to when these required documents will be obtained which must be prior to occupancy of this building by staff or students;
7. A revised budget for each year through the end of the charter term, using the NYSED budget template; and
8. Evidence of engagement with parents/guardians of children enrolled in the school as well as the community in the new area of location. A transportation plan to ensure that existing and future students are able to get to the newly proposed location must be included.

B. Changes or corrections to the school’s key design elements, mission or vision statement that *do not* fundamentally alter a school’s key design elements, mission, vision, or educational philosophy must include the following:

1. A line-by-line “redline” comparison of changes. Use the Track Changes feature in your word processing software to show the modified text (creating a red-lined version for CSO review). Please submit actual pages with your tracked changes, not a summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections.

C. Minor corrections/clarifications to the school’s organizational structure must include the following:

1. A summary of changes to organizational/leadership structure, if applicable;
2. The current organizational chart, if applicable;
3. The proposed organizational chart, highlighting any changes, if applicable; and
4. A brief narrative detailing whether the revision is expected to increase or decrease the school’s budget. If a budgetary change is anticipated, a revised budget for each year through the end of the charter term must be included, using the NYSED budget template (see Appendix C).

D. Changes in the school’s by-laws, code of conduct, discipline policy, personnel policy, complaint policy, student/family handbook, or teacher/staff handbook must include the following:

1. A line-by-line “redlined” version of the approved document, showing all additions and/or deletions. Use the Track Changes feature in your word processing software to show the modified text (creating a redlined version for CSO review). Please submit the entire applicable policy with your tracked changes, not a summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections.

E. Changes in the school’s admissions policy or enrollment process must include the following:

1. A line-by-line “redlined” version of the approved document, showing all additions and/or deletions. Use the Track Changes feature in your word processing software to show the modified text (creating a red-lined version for CSO review). Please submit the entire policy with your tracked changes, not a summation of revised text. This can be limited to relevant sections of the document but should then include the entirety of those sections

Please note, charter schools that wish to increase the chances of at-risk students obtaining an enrollment offer at their school should first consider their enrollment efforts. Authentic community-based outreach efforts that foster direct connections between prospective parents and the schools have been shown to be the most effective for schools across the state. If these do not yield satisfactory results, the school may want to consider a weighted lottery or, if their school design targets a specific population, a lottery preference. In the revision request, the school should specify the specific methodology by which the weighting will be determined each year. This should include the timeframe that, for the purposes of transparency, sets the weight being applied each year no later than 30 days prior to the lottery deadline. The specific weight applied each year does not need to be included in the non-material revision request if the methodology is included. The school will need to request a new non-material revision regarding lottery weighting only if the methodology by which the weighting is determined each year changes.

Charter schools receiving CSP funds that choose to employ lottery weighting are required by the conditions of NYSED’s grant agreement with the USDOE to use the NYSED Weighted Lottery Generator found at <http://www.p12.nysed.gov/psc/wlg.html>. Schools not receiving CSP funds should devise their own weighted lottery methodology for approval by the CSO.

Note: It is strongly encouraged that any changes to a school’s admissions policy or enrollment processes occur long before the April 1st lottery deadline.

F. Minor changes in the school’s schedule that are consistent with the charter must include the following:

1. A redlined version of the approved document, showing all additions and/or deletions. Use the Track Changes feature in your word processing software to show the modified text (creating a redlined version for CSO review). Please submit actual pages with your tracked changes, not a summation of revised text. This can be limited to the relevant sections of the document but should then include the entirety of those sections.

G. Adding a board member to an existing charter school.

Please refer to the guidance for adding members to the board of trustees posted on the CSO website at <http://www.p12.nysed.gov/psc/regentsoversightplan/policy/addbotmember.html>.

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

Charter schools are strongly encouraged to submit planning year requests as soon as possible. Ideally, all planning year requests should be submitted to the Charter School Office no later than July 15th of the year in which the school has been approved to open. For example, if a school is scheduled to open in September 2022, the planning year request must be submitted to the CSO no later than July 15, 2022.

In the rare instance that extenuating circumstances preclude the submission of a proposed charter revision by July 15th (e.g., severe facilities damage from fire or flood, an extremely low applicant pool despite substantial recruitment efforts), the school should promptly contact its CSO liaison to discuss the need for the planning year.

Documentation submitted must include the following:

1. A date certain for opening, including a timeline detailing the planning activities to be conducted during each month of the planning year;¹¹
2. An updated and revised budget and month-to-month cash flow projections for the pre-opening period, using the NYSED budget template (see Appendix C). The budget must ensure start-up funds are sufficient to support school until the first per-pupil payment arrives;
3. Written confirmation signed by the president of the board of trustees, stating that the

¹¹ The December 15th deadline for the submission of charter school revisions will be excused in cases where the school is requesting a planning year. The NYSED CSO Revision Guidelines are available at: <http://www.p12.nysed.gov/psc/regentsoversightplan/OversightPlan.html>.

school will maintain all pre-opening activities, as set forth in **Appendix B**;

4. Written notice to school applicants and staff regarding the pending request for a planning year. The notice must explain the school's plans in the event that the request is granted, and in the event the request is denied. The applicant must also post the notice on the admissions/enrollment page of the school's website, and provide a link to same; and
5. Any other information that the school deems relevant to the proposed request and any additional information that the CSO may require.

Planning year approvals will not be unreasonably withheld. However, the request for a planning year may be denied if:

- i. It does not sufficiently demonstrate the need for a planning year, or if the nature of the request, or the circumstances under which the request is made suggests a lack of organizational knowledge and capacity to effectively open, maintain, and oversee a high-quality charter school.
 - ii. It is submitted close to the scheduled start of the school year and there are no exigent circumstances warranting a planning year;
 - iii. The applicant group requesting a planning year was already granted a planning year previously. No school will be permitted to have more than two planning years. This office may consider granting an additional planning year (third year) case by case and only after the applicant group is able to prove in their request extremely grave and exigent circumstances that warrant such request, along with detailed steps taken by the school to work towards opening.
- I. Other changes to the school's charter¹² must include the following:**
1. A summary of the changes;
 2. A brief narrative detailing whether the revision is expected to increase or decrease the school's budget. If a budgetary change is anticipated, a revised budget for each year through the end of the charter term must be included, using the NYSED budget template (see Appendix C); and
 3. A staffing plan for implementation of the proposed change.

Other Changes Not Considered Revisions

¹² This includes instituting a summer school program.

Charter schools should always work with the school's CSO liaison to determine which revision type a proposed change falls under or if it is considered a revision at all. There are several changes that do not constitute charter revisions, either material or non-material, including some changes to instructional approach, some governance policies, leadership or board composition, and fiscal changes, which require Board of Regents-authorized charter schools to notify their CSO liaison. Your CSO liaison is a resource that schools should utilize when making the determination of whether or not a change is a revision.

What to Expect After Submission

The CSO, the NYSED Commissioner, and the Board of Regents, where applicable, will consider all relevant information when evaluating a proposed charter revision, including but not limited to: evidence of the success of the school's academic program, viability of the school as an organization, faithfulness of the school to the terms of its charter, capacity of the school to successfully implement the proposed charter revision, and parent/guardian and community engagement conducted and feedback received.

To the extent that the proposed charter revision request provides clear and complete information that addresses the requirements enumerated in this guidance document, the evaluation of a charter revision request will be facilitated and expedited, if possible. The need to request additional information from the school and/or clarify information that has been submitted may occur and could result in prolonging the approval process.

For material charter revisions, the CSO compiles the relevant information on behalf of the Department. The CSO will make a decision on whether or not to recommend the proposed material revision to the Board of Regents and the Board of Regents will make a final decision on whether or not to approve the recommendation. Decisions on non-material revisions are made by the CSO.

Statute does not specify a deadline by which the CSO and/or the Board of Regents must consider and/or make a decision regarding a proposed charter revision. However, every effort will be made to provide schools with timely decisions. Ongoing and proactive communication with the school's CSO liaison is critical. Material revisions, which require the approval of the Board of Regents, are only considered by the Regents at its regularly scheduled monthly meetings, a schedule of which can be found at <https://www.regents.nysed.gov/meetings/dates>. The CSO will communicate with the school when a decision has been made about a proposed charter revision.

Any proposed revisions or portions thereof that are not specifically approved are deemed denied.

Common Reasons Revisions Are Denied

1. The school has mixed or poor academic results, or little to no academic data at the time of the request to support the proposed revision.¹³
2. The material revision request is submitted after the December 15th deadline, and there are no exigent circumstances warranting an extension of time.
3. The request does not include all required information (e.g., justification, red-lined changes, board meeting minutes and board resolution, enrollment charts, NYSED budget template (see Appendix C), etc.).
4. The school fails to enroll and retain students with disabilities, English language learners, and economically disadvantaged students, in percentages comparable to the district of location, and fails to engage in extensive efforts to recruit and retain such students.¹⁴
5. The request violates the law, regulations, or CSO policy (e.g., adding a board member employed by the school in violation of the General Municipal Law; adding preferences for student subgroups without a specific school design pursuant to Commissioner's Regulation §119.5).
6. The school has submitted multiple material revisions requiring Board of Regents action in a limited timeframe. To the greatest extent possible, charter revisions should be submitted simultaneously as separate submissions within the [NYSED CSO Portal](#), in order to best streamline the process. Please note, the [NYSED Application for Charter Renewal](#) and the [Guidelines for Submitting an Application for Merger/Consolidation](#) both contain sections for revision requests. Schools are strongly encouraged to submit material revision requests during renewal and/or merger or consolidation, and to limit material revisions submitted during the course of the charter term.
7. The school fails to conduct sufficient community and family engagement regarding the proposed revision.

**FOR ADDITIONAL RESOURCES, PLEASE CONTACT YOUR CSO LIAISON
OR EMAIL CHARTERSCHOOLS@NYSED.GOV.**

¹³ Refer to the [Charter School Performance Framework](#) for a delineation of minimum academic performance standards expected of all Regents-authorized schools.

¹⁴ If the school is requesting an enrollment increase or grade expansion, this concern may be addressed by demonstrating the school will couple the admission of additional students with a policy of providing weighting or preferencing to student subgroups. In this case, a redlined version of the revised enrollment policy must be submitted for review and approval.

Appendix A: Sample Enrollment/Grade Revision Charts¹⁵

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

	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX
Grade Configuration	K-Grade 3	K-Grade 4	K-Grade 5	K-Grade 5	K-Grade 5
Total Approved Enrollment	100	200	300	300	300

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

	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX
Grade Configuration	K-Grade 3	K-Grade 4	K-Grade 5	K-Grade 5	K-Grade 5
Total Proposed Enrollment	100	200	300	400	500

¹⁵ List grade and enrollment configurations for each year in the current charter term, even if those years have passed.

Appendix B: Planning Year Statement of Assurance

I, _____ (Print Name of the President/Chair of the Board of Trustees) am the President/Chair of the _____ (Print Charter School Name) Board of Trustees. In the event that the school's _____ (date) request for a planning year is granted, the charter school's Board of Trustees will continue to engage in all pre-opening activities, including but not limited to:

1. Monthly board of trustee meetings in accordance with the Open Meetings Law;
2. Continued participation in all NYSED CSO pre-opening conference calls;
3. All required fiduciary responsibilities, included but not limited to audits; and
4. Any other activities required by the pre-opening checklist and the New York State Education Department.

In the event that the planning year request is denied, the school will open in accordance with the originally approved timeline. If the school will not open as required, the Board will formally and immediately surrender the charter.

_____, **Board Chair**
of _____ **Charter School**

STATE OF _____)
: ss.:
COUNTY OF _____)

On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within **Planning Year Statement of Assurance** and acknowledged to me that s/he executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public - State of _____

Appendix C: NYSED Budget Template

Charter School Name Here

Contact Name:

Contact Email:

Contact Phone:

Charter Term: (Example) July 1, 20XX to June 30, 20XX

PROJECTED BUDGET FOR CHARTER PERIOD

PROJECTED BUDGET FOR CHARTER PERIOD					
Total Revenue	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Income (Before Cash Flow Adjustments)	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-

DESCRIPTION OF ASSUMPTIONS

Note: The completion of this section is mandatory.

Please reference section/page number in application if applicable. For example, student enrollment would reference the page in the application that states enrollment targets.

	Year 1	Year 2	Year 3	Year 4	Year 5
	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX	20XX-20XX

Note: Please insert additional detail lines as appropriate.

REVENUE		Per Pupil Revenue Percentage Increase				
		0.0%	0.0%	0.0%	0.0%	0.0%
REVENUES FROM STATE SOURCES		https://stateaid.nysed.gov/charter/				
Per Pupil Revenue:		CY Per Pupil Rate				
	School District 1 (Enter Name)		-	-	-	-
	School District 2 (Enter Name)		-	-	-	-
	School District 3 (Enter Name)		-	-	-	-
	School District 4 (Enter Name)		-	-	-	-
	School District 5 (Enter Name)		-	-	-	-
	School District 6 (Enter Name)		-	-	-	-
	School District - ALL OTHER		-	-	-	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)			-	-	-	-

Special Education Revenue	-	-	-	-	-
Grants					
Other	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES	-	-	-	-	-
REVENUE FROM FEDERAL FUNDING					
IDEA Special Needs	-	-	-	-	-
Title I	-	-	-	-	-
Title Funding - Other	-	-	-	-	-
School Food Service (Free Lunch)	-	-	-	-	-
Grants					
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations	-	-	-	-	-
Fundraising	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-
Earnings on Investments	-	-	-	-	-
Interest Income	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-
Text Book	-	-	-	-	-
OTHER	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management	-	-	-	-	-
Instructional Management	-	-	-	-	-

Deans, Directors & Coordinators	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	-	-	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	-	-	-	-	-	-
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	-	-	-	-	-	-
Teachers - SPED	-	-	-	-	-	-
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	-	-	-	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	-	-	-	-	-
PAYROLL TAXES AND BENEFITS						
Payroll Taxes	-	-	-	-	-	-

Fringe / Employee Benefits
 Retirement / Pension
TOTAL PAYROLL TAXES AND BENEFITS

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

TOTAL PERSONNEL SERVICE COSTS

-

-	-	-	-	-
---	---	---	---	---

CONTRACTED SERVICES

Accounting / Audit
 Legal
 Management Company Fee
 Nurse Services
 Food Service / School Lunch
 Payroll Services
 Special Ed Services
 Titlement Services (i.e. Title I)
 Related service provider costs not reimbursed by the district of residence
 Other Purchased / Professional / Consulting
TOTAL CONTRACTED SERVICES

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

SCHOOL OPERATIONS

Board Expenses
 Classroom / Teaching Supplies & Materials
 Special Ed Supplies & Materials
 Textbooks / Workbooks
 Supplies & Materials other
 Equipment / Furniture
 Telephone
 Technology

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

TOTAL DEPRECIATION AND AMORTIZATION

-	-	-	-	-
---	---	---	---	---

*****TOTAL FUNDS IN DISSOLUTION ESCROW & RESERVES / CONTIGENCY

-	-	-	-	-
---	---	---	---	---

Note: Schools currently in their initial charter term must maintain an escrow account of \$100,000 by year 4. Schools renewed after 2019-2020 must add \$25,000 to their existing \$75,000 escrow account by December 31st of YR 2. NYSED may request most recent bank statements to support this entry.

TOTAL EXPENSES

_____	_____	_____	_____	_____
-	-	-	-	-

NET INCOME

_____	_____	_____	_____	_____
-	-	-	-	-

ENROLLMENT - *School Districts Are Linked To Above Entries*

School District 1 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District 2 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District 3 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District 4 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District 5 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District 6 (Enter Name)

-	-	-	-	-
---	---	---	---	---

School District - ALL OTHER

-	-	-	-	-
---	---	---	---	---

TOTAL ENROLLMENT

_____	_____	_____	_____	_____
-	-	-	-	-

REVENUE PER PUPIL

_____	_____	_____	_____	_____
-	-	-	-	-

EXPENSES PER PUPIL

_____	_____	_____	_____	_____
-	-	-	-	-

CASH FLOW ADJUSTMENTS

OPERATING ACTIVITIES

Example - Add Back Depreciation

-	-	-	-	-
---	---	---	---	---

Other

-	-	-	-	-
---	---	---	---	---

Total Operating Activities

-	-	-	-	-
---	---	---	---	---

INVESTMENT ACTIVITIES

Example - Subtract Property and Equipment Expenditures	-	-	-	-	-
Other	-	-	-	-	-
Total Investment Activities	-	-	-	-	-
FINANCING ACTIVITIES					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-
Other	-	-	-	-	-
Total Financing Activities	-	-	-	-	-
Total Cash Flow Adjustments	-	-	-	-	-
NET INCOME	-	-	-	-	-
Beginning Cash Balance	-	-	-	-	-
ENDING CASH BALANCE	-	-	-	-	-

Appendix D: Fiscal Impact Table

Please complete the table below. Charter schools in NYC should use the entire NYCDOE to gauge fiscal impact. *Please footnote your sources and assumptions.*

Projected Fiscal Impact upon District of Location

Year	Number of Enrolled Students	Charter School Basic Per Pupil Tuition Rate	Total Charter School Per Pupil Cost to District	Estimated Additional Costs to District (e.g. SPED or Transportation Funds)	Total Projected Funding from District	Total District General Fund Budget	Projected Impact on District Budget
<i>Notes:</i>	<i>Your Enrollment from the District</i>	<i>Found at the 4th column at https://stateaid.nysed.gov/charter/html_docs/charter_1920_rates.htm</i>	<i>Column B multiplied by Column C minus any additional aid received by the district from the state as enumerated in the last (6th) column at https://stateaid.nysed.gov/charter/html_docs/charter_1920_rates.htm multiplied by the students from the district.</i>	<i>This amount can be found in the "Calculation of Public Excess Cost Aid Attributable to Parentally-Placed Nonresident and Charter School Students" excel tables found at the bottom of the page at https://stateaid.nysed.gov/charter/ or you can use the total special education funding amount that you received from the district this past academic year.</i>	<i>This would be Column D plus Column E</i>	<i>This can be found on the school district's website</i>	<i>This would be Column F divided column G</i>
20XX-20XX							
20XX-20XX							
20XX-20XX							
20XX-20XX							
20XX-20XX							