



## ***NYSED CHARTER SCHOOL OFFICE***

### ***PORTAL INSTRUCTIONS FOR SUBMITTING REQUESTED MID-TERM SITE VISIT DOCUMENTS***

1. To prepare for and to ensure that you have a well-informed understanding of what to expect, please review the [Mid-Term Site Visit Protocol](#) thoroughly in its entirety.
2. School Leaders have the task is to upload requested documents into the submission portal for CSO review prior to the site visit. By close of business on **March 18, 2020**, upload all documents listed on page 3 of the Mid-Term Site Visit Protocol to the **NEW** Charter School Office Portal.
3. You will receive an invite to the portal with instructions. Subsequently, simply go to <https://nysed-cso.smapply.io/> and type in your email as listed in SEDREF and add your newly created password.
4. Upon successful login, you will come to a “Welcome” message on the landing page as show below.

[Log In](#) [Register](#)



CHARTER SCHOOL OFFICE  
Central Submissions Portal

**Mid-Term Site Visits Documents Request**

Dear Names of Board Presidents, Executive Directors, and School Leaders:

The NYSED Charter School Office (CSO) will conduct a mid-term site visit to your school this Spring 2020. Mid-term site visits are formative in nature, and designed to help our staff and your school assess progress toward meeting the renewal standards set forth in the **Charter School Performance Framework** for Board of Regents-authorized charter schools. The mid-term visits are a key component of the **Board of Regents' Oversight Plan** as described in your charter agreement, and the **NYSED Monitoring Plan**.

Before and during the visit, the CSO team will gather and document evidence of the school's performance relative to the Performance Framework benchmarks, identify trends that emerge from the evidence, and summarize into findings. After the site visit, the CSO will provide the school with formative feedback detailing how the school is progressing towards meeting those benchmarks. All information gathered from this and all site visits conducted during the charter term becomes part of the school's record of performance and is used to inform renewal decisions.

To assist you in preparing for and having a better understanding of what to expect during the visit, please review the **Mid-Term Site Visit Protocol** in its entirety. Please note the School Leader Responsibilities and the documents you will need to submit before the site visit. Thank you in advance for the submission of required documents and for your cooperation in planning the site visit. Should you have any questions, please contact your Liaison at 518-474-1762 or by email to [charterschools@nysed.gov](mailto:charterschools@nysed.gov).

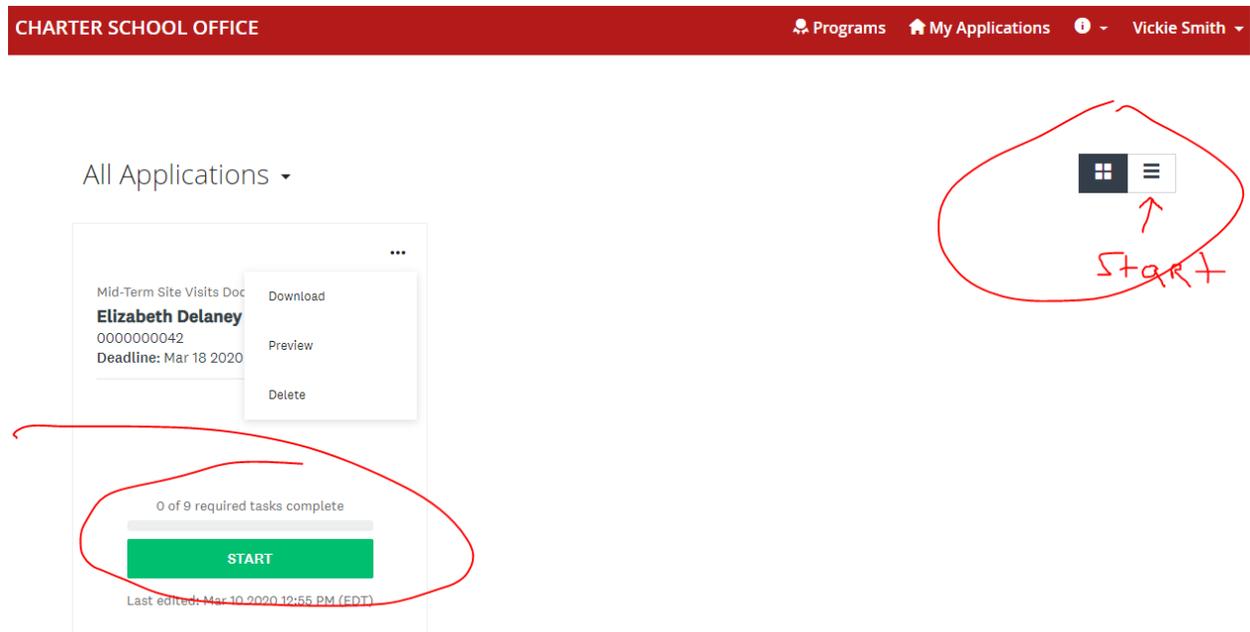
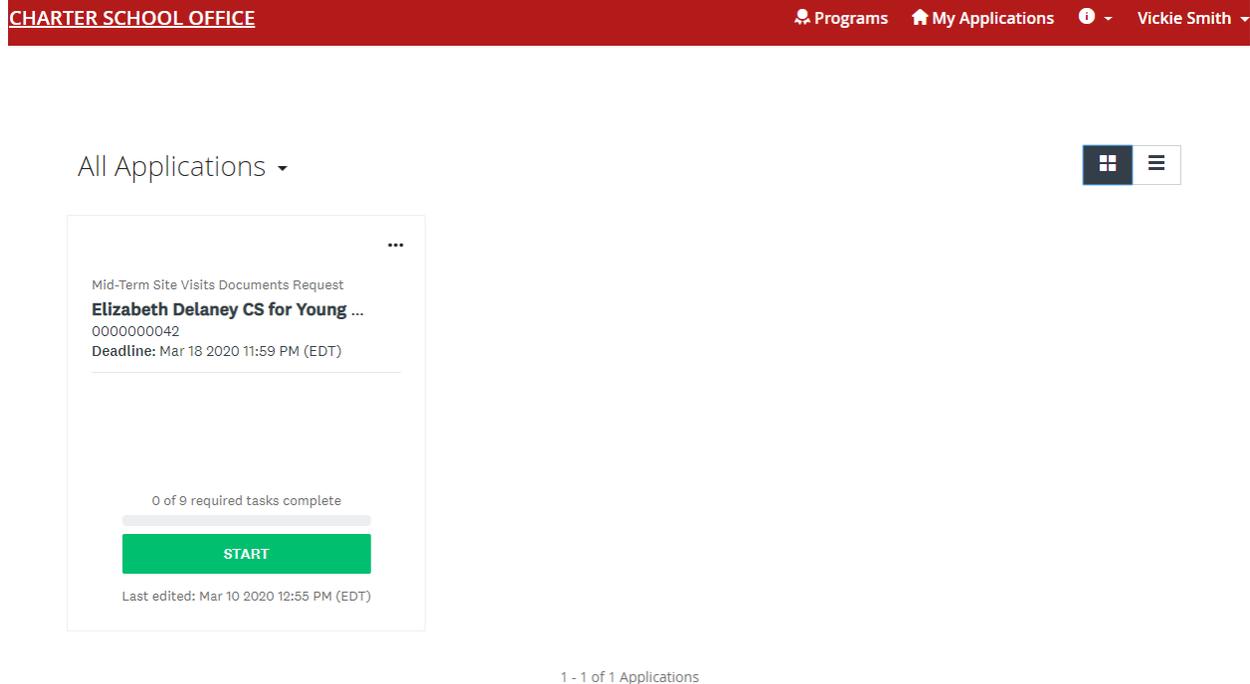
Thank you,  
Performance Oversight Team

**APPLY**

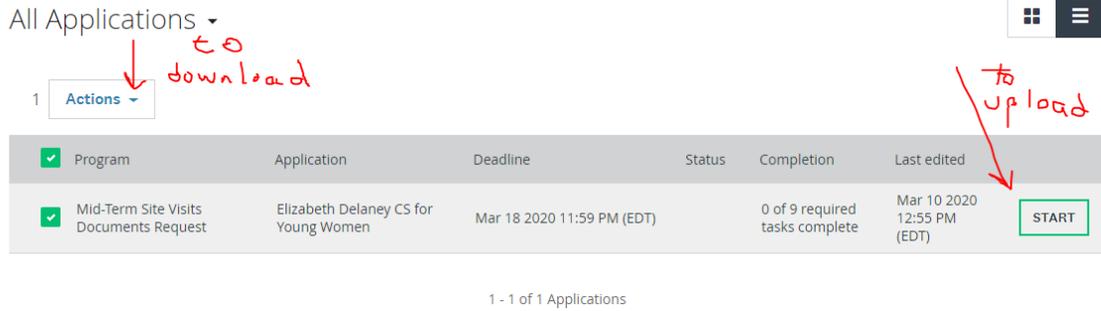
Opens  
**Mar 4 2020 09:00 AM (EST)**

Deadline  
**Mar 18 2020 11:59 PM (EDT)**

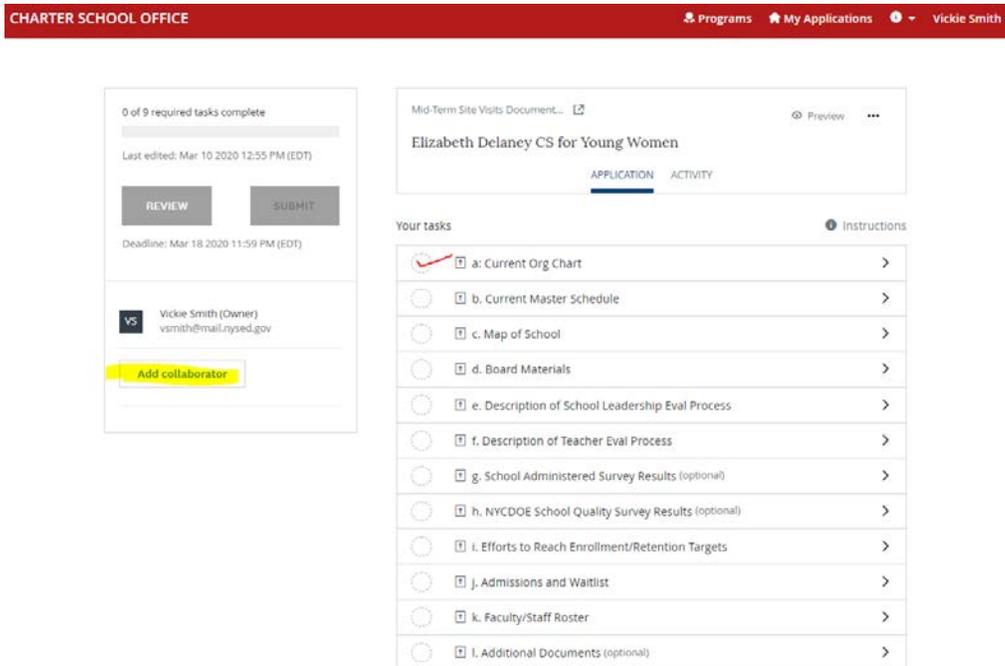
- After login, you should see your name in the top right corner, and the name of your school and submission deadline to the left.



- Click on the start button shown above or on the next screen



- Here you can add other staff or members of your team (collaborators) by clicking on the button on the left under your name. Here you can also begin uploading each individual document as per the protocol



- To add members, click on the “Add collaborator” under your name. Then insert email address (placing a comma after each email if more than one) and granting each the right to “view and edit” or just to “view”. After adding members (collaborators), their names will appear on your task page as shown below.

rn to admin You are currently logged in as: Vickie Smith

0 of 9 required tasks complete

Last edited: Mar 10 2020 12:55 PM (EDT)

[REVIEW](#) [SUBMIT](#)

Deadline: Mar 18 2020 11:59 PM (EDT)

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**VS** Vickie Smith (Owner)  
vsmith@mail.nysed.gov

**Collaborators** [Add](#)

paolo.giovine@nysed.gov  
Invited: Mar 11 2020  
[View & edit](#)

vsmith101759@yahoo.com  
Invited: Mar 11 2020  
[View & edit](#)

Mid-Term Site Visits Document... [Preview](#) [...](#)

**Elizabeth Delaney CS for Young Women**  
ID: 0000000042

[APPLICATION](#) [ACTIVITY](#)

Your tasks [Instructions](#)

- a. Current Org Chart >
- b. Current Master Schedule >
- c. Map of School >
- d. Board Materials >
- e. Description of School Leadership Eval Process >
- f. Description of Teacher Eval Process >
- g. School Administered Survey Results (optional) >
- h. NYCDOE School Quality Survey Results (optional) >
- i. Efforts to Reach Enrollment/Retention Targets >
- j. Admissions and Waitlist >
- k. Faculty/Staff Roster >

9. After adding members, each will receive an email from you inviting them to join your account.

[noreply@mail.smapply.io](#) <noreply@mail.smapply.io> Wed, Mar 11 at 12:59 PM  
To: vsmith101759@yahoo.com

**CHARTER SCHOOL OFFICE**

Dear vickie smith,

Vickie Smith has invited you to collaborate on their application, **Elizabeth Delaney CS for Young Women**, for the following program, **Mid-Term Site Visits Documents Request**. Please click on the link below to accept the invitation to collaborate on this application.

Thank you,  
Vickie Smith

[Join now](#)

10. Please make sure that collaborators are working from the same account as you. Do not create more than the one account – as multiples will be deleted.
11. After login, you will see the following screen listing the “tasks” or uploads required of your school to submit. You may complete the task in any order but you must complete all required tasks by the deadline in order for your submission to be received.

CHARTER SCHOOL OFFICE Programs My Applications Vickie Smith

Back to application

Mid-Term Site Visits Documents Req...  
Elizabeth Delaney CS for Young Women  
ID: 0000000042

- a: Current Org Chart
- b. Current Master Schedule
- c. Map of School
- d. Board Materials
- e. Description of School Leadership Eval Process
- f. Description of Teacher Eval Process

0 of 9 required tasks complete

Last edited: Mar 10 2020 12:55 PM (EDT)

REVIEW SUBMIT

a: Current Org Chart

Task instructions Hide

Instructions **UPLOAD IN PDF FORMAT**  
Provide an organizational chart for the first year of the renewal charter term, including titles of key school leaders.

ATTACH FILE  
[Show accepted formats](#)

MARK AS COMPLETE

CHARTER SCHOOL OFFICE Programs My Applications Vickie Smith

Back to application

Mid-Term Site Visits Documents Req...  
Elizabeth Delaney CS for Young Women  
ID: 0000000042

- a: Current Org Chart
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0 of 9 required tasks complete

Last edited: Mar 10 2020 12:55 PM (EDT)

REVIEW SUBMIT

b. Current Master Schedule

Task instructions Hide

Instructions **UPLOAD IN PDF FORMAT**  
Current 2019-2020 master school schedule showing each class, grade or course, and teacher(s). Note what days are A, B, C days and which classrooms include ELLs/MLLs and SWDs.

ATTACH FILE  
[Show accepted formats](#)

MARK AS COMPLETE

12. Continue down the list by clicking each task. When you click on task K. Faculty and Staff Roster, you will see a link to a MS Excel file. Complete and save the file to your PC and then upload to task K in the portal.

0 of 9 required tasks complete

Last edited: Mar 10 2020 12:55 PM (EDT)

REVIEW SUBMIT

Deadline: Mar 18 2020 11:59 PM (EDT)

VS Vickie Smith (Owner)  
vsmith@mail.nysed.gov

Add collaborator

Mid-Term Site Visits Document... Preview

Elizabeth Delaney CS for Young Women

APPLICATION ACTIVITY

Your tasks Instructions

- a. Current Org Chart
- b. Current Master Schedule
- c. Map of School
- d. Board Materials
- e. Description of School Leadership Eval Process
- f. Description of Teacher Eval Process
- g. School Administered Survey Results (optional)
- h. NYCDOE School Quality Survey Results (optional)
- i. Efforts to Reach Enrollment/Retention Targets
- j. Admissions and Waitlist
- k. Faculty/Staff Roster
- l. Additional Documents (optional)

13. Your CSO liaison may request additional documents. If so, you will be able to upload as many individuals as required to comply with the request. You may also upload additional documents as you feel relevant but supplementary. Please discuss the latter with your liaison prior to submission.
14. And you are done! You will receive a date stamped acknowledgement of receipt via email.
15. Please feel free to contact your liaison or Vickie Smith (who you may blame for any problems with the portal) for assistance. 😊

Best,

Performance Oversight Team  
[charterschools@nysed.gov](mailto:charterschools@nysed.gov)  
518-474-1762