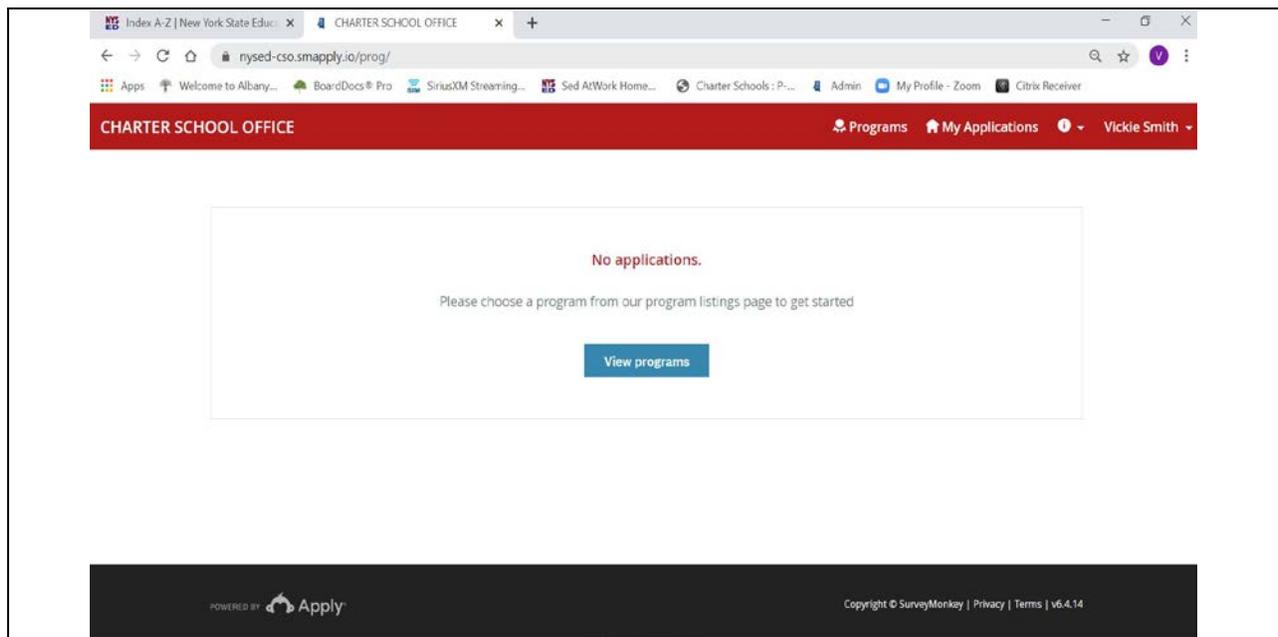




NEW YORK STATE EDUCATION DEPARTMENT'S
CHARTER SCHOOL OFFICE

*INSTRUCTIONS FOR SUBMITTING
CHARTER RENEWAL APPLICATIONS*

1. School Leaders will receive an email containing the URL to the Charter School Office portal using the platform SurveyMonkey Apply. (If you previously submitted applications or reports to the Charter School Office via FluidReview, you may continue to use the same login email address and password. If you do not recall your password or never used the previous platform, simply click on “*forgot my password*” to reset.
2. The URL to the portal is https://nysed-cso.smapply.io/prog/renewal_applications. Note: Users will receive communications from the portal from the Performance Oversight Team on occasion. The sending email address will be from noreply@mail.smapply.net.
3. Upon successful login, users will see the following screen. Click on “View Program”.



4. After clicking on “View Programs”, users will see the “programs” or processes for which your school may be “eligible” to submit required documentation. Specifically, the “Renewal Program” will appear as show in the following screenshot. Then click on 

The screenshot shows a web browser window with the URL `nysed-cso.smapply.io/prog/lst/`. The page header is a dark red bar with the text "CHARTER SCHOOL OFFICE" on the left and navigation links for "Programs", "My Applications", and a user profile "Vickie Smith" on the right. The main content area is titled "Programs" and features a search bar. Below the search bar is a grid of four program cards:

- New Charter School Applications:** Accepting applications from Apr 28 2020 09:00 AM (EDT) to May 22 2020 03:00 PM (EDT). Submission of New Charter School Applications. Includes a "MORE >" button.
- Renewal Applications:** Accepting applications from Jul 1 2020 05:00 PM (EDT) to Oct 15 2020 05:00 PM (EDT). Charter Renewal Applications. Includes a "MORE >" button.
- COVID-19 CS Closure Plans:** Submission of Closure Plans.
- New Schools Pre-Opening Tasks:** Submission of Pre-Opening Tasks.

This screenshot shows a detailed view of the "Renewal Applications" program. The header is the same dark red bar as the previous screenshot. The main content area features the NYS ED logo and a large blue "APPLY" button. Below the button, the text reads:

Renewal Applications

Dear Board Chairs and School Leaders,

Your school's renewal applications is due by **5:00 PM on August 14, 2020**, minus the Benchmark 1 narrative which is to be submitted no later than 5:00 PM on October 14, 2020. This is to ensure that schools can provide complete information on academic performance through the penultimate year of the charter term.

Should questions arise, please contact the Charter School Office by email at charterschools@nysed.gov. Please specify in the subject area the nature of your question (e.g., technical difficulty, data concern, renewal application content, etc).

Thank you,

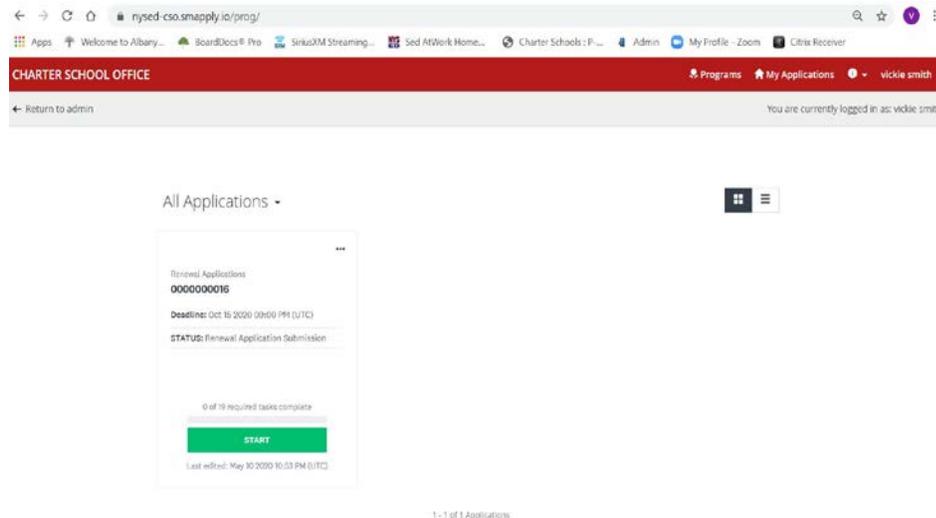
Performance Oversight Team
 NYSED Charter School Office
 (518) 474-1762

To the right of the message is a box containing the following information:

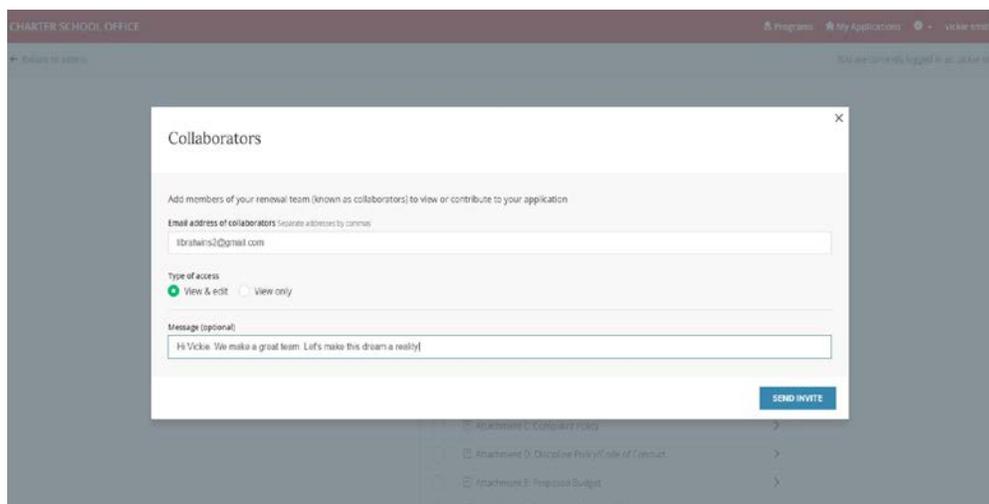
- APPLY** (button)
- Opens:** May 9 2020 05:00 PM (EDT)
- Deadline:** Oct 15 2020 05:00 PM (EDT)

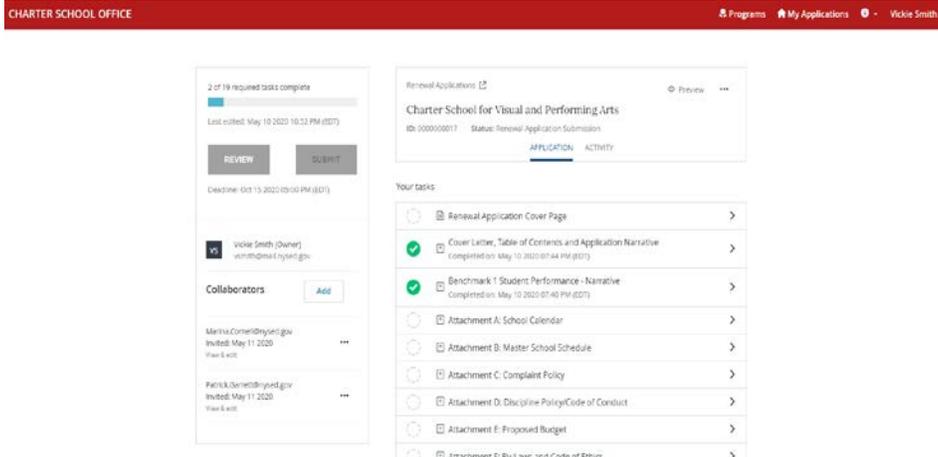
- Next users will see a “Welcome Message” specific to the submission of renewal applications. To the right of the message users will see information about the opening and closing date. Click on [Apply](#)

6. Note: After users log out and subsequently login, users will see the following screen and simply need only to click on **Start or Continue**.

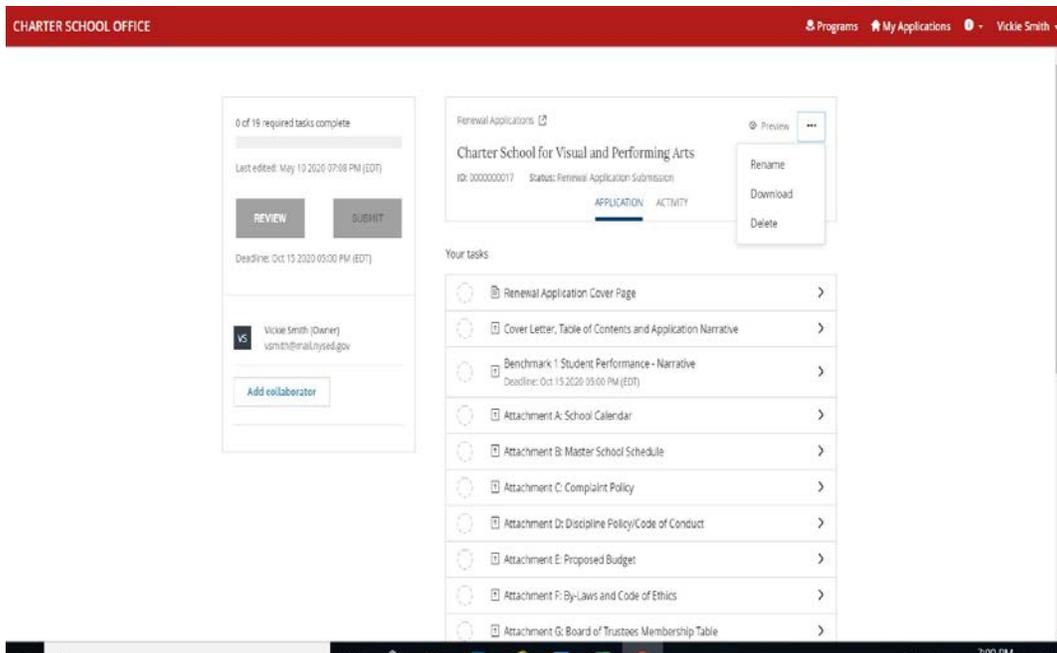


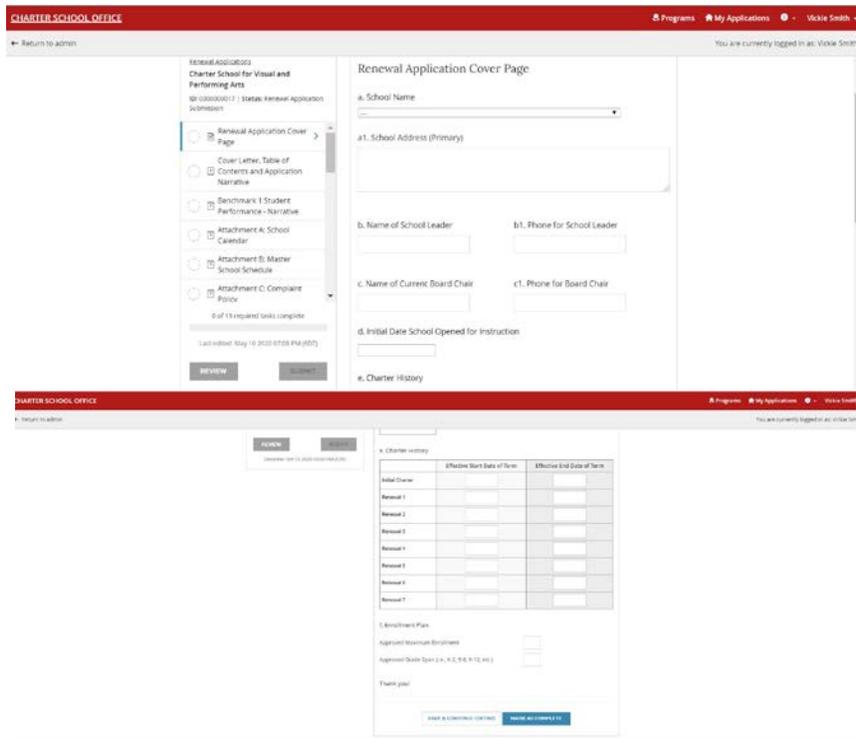
7. Users will be taken to their respective accounts/task page which have already been set up in each schools' name. The primary owner is the School Leader. Only the owner may add others (known as **Collaborators**) associated with the school or the renewal application and may assign each collaborator with the right to “view and edit” or “view only”. Add the collaborator(s) email address(es) and click on **Send Invite**.
8. **DO NOT SET UP ADDITIONAL ACCOUNTS.** Users that the School Leader invites should access the portal initially using the details contained in the email from the School Leader.





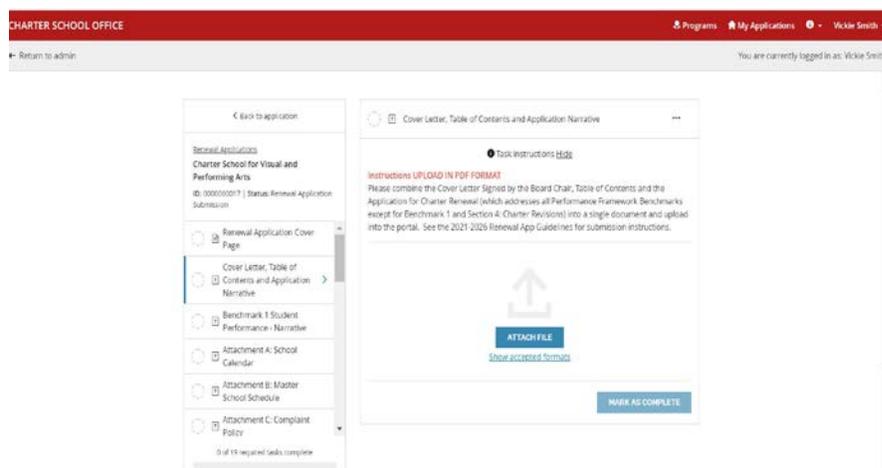
- Users may complete their tasks in any order. The first task—Renewal Application Cover Page—is a form requesting specific school information. Users may start this task and not complete it in one setting—you may always return to a given task.

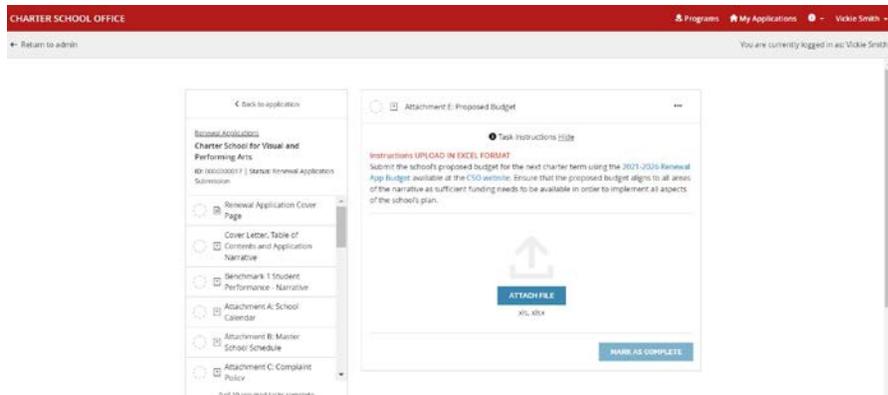
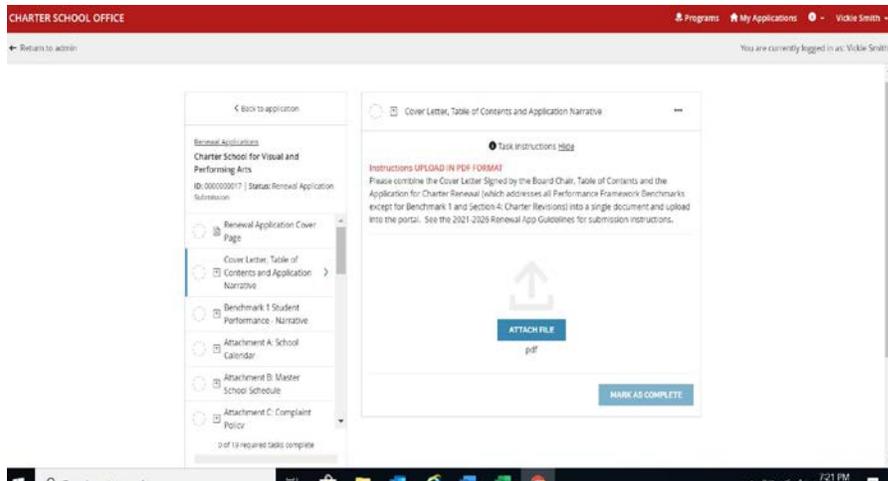




10. All other tasks require users to upload application materials—the Table of Contents and Application Narrative is one task and the remaining tasks involve uploads of required attachments.

11. With the exception of uploading Attachment E: Budget in Excel format, all other documents must be saved as and uploaded in .PDF format.

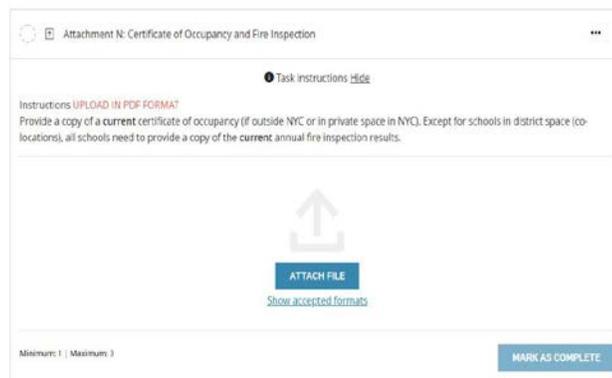




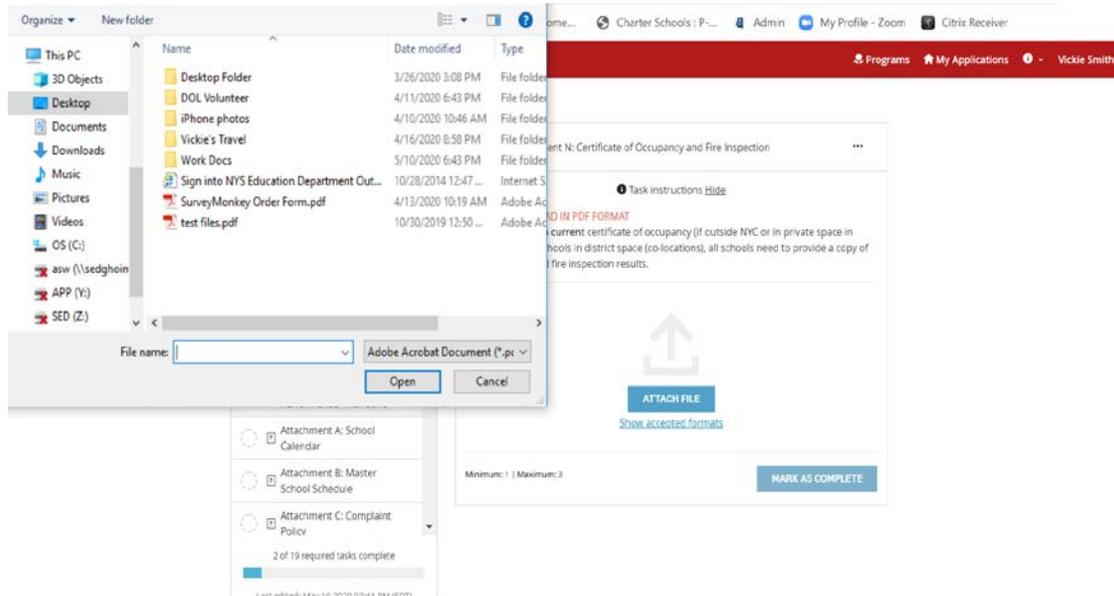
12. For Attachment N: Certificate of Occupancy and Fire Inspection, users may upload multiple documents which is set for up to 3 documents presently. The number may increase based on demand.

Editing task: Attachment N: Certificate of Occupancy and Fire Inspection

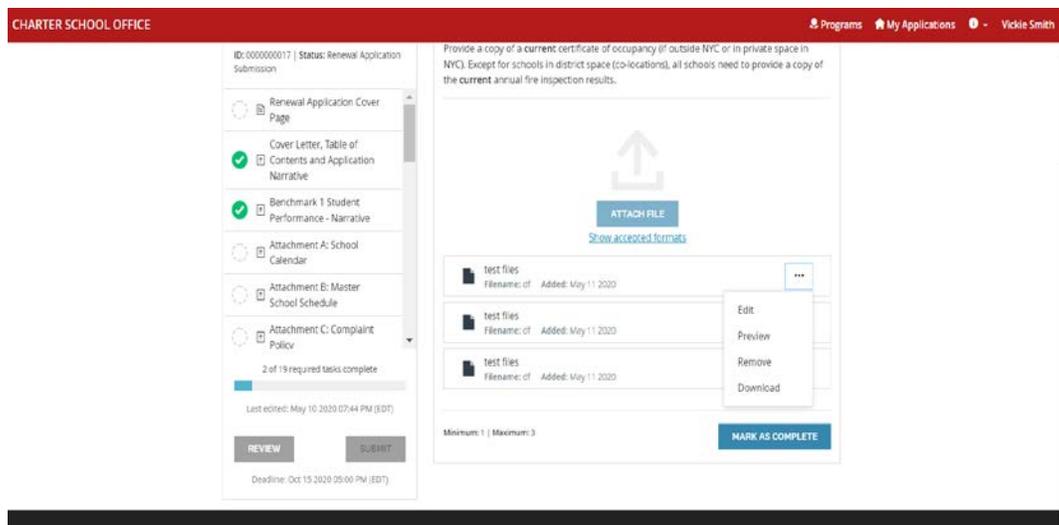
For user: Vickie Smith



13. To upload documents, simply click on **Attach File** which will open your browser to allow for the selection of the needed files.



14. To “Edit, Preview, Remove, or Download” any upload files, simply click on the ellipses (three dots “...”) to the right of task name as shown below.



15. Attachment Q: Certification will require the signature of the Board Chair or a designee which requires the use of your mouse, electronic pen or a finger.

