

## Frequently Asked Questions Related to the Closing of **Name of School** Charter School **Date of Update**

*In accordance with Action Item #1 of the Closing Procedures Guide and Checklist for New York State Charter Schools Authorized by the Board of Regents, SED will post this FAQ on the SED website (Charter School Directory: school page); and the school is required to disseminate the FAQ document to its stakeholders which may include posting on its website.*

### **Note to liaisons:**

1. **Option 1** is for charter schools for which the Board of Regents has voted to non-renew or to revoke the charter.
2. **Option 2** is for charter schools choosing not to submit a renewal application, choosing to withdraw a submitted application, or choosing to surrender their charter.

**Options 1 and 2:** The closure of a charter school can be very difficult for school stakeholders, particularly students, families, and school staff. This process can also adversely impact the community in which the school is located. The primary purpose of this list of Frequently Asked Questions (FAQ) is to answer critical, time-sensitive questions from parents and guardians of students currently enrolled in this charter school, as well as administrators, faculty and staff, and the public.

**Option 1:** On **Day, Date of Vote**, the New York State Board of Regents voted to **deny the charter renewal application/revoke the charter** for **Name of Charter School (Acronym or Shortened Name)**. As a result, the school's charter will be terminated on its expiration date of **Expiration Date**, which effectively will close the school on that date. The New York State Education Department will work with the school to protect the best interests of displaced families and staff with a focus on assisting successful transitions for all parties involved

**OR**

**Option 2:** On **Day, Date of Vote**, the board of trustees for **Name of Charter School (Acronym or Shortened Name)** voted **not to submit a/to withdraw the school's submitted renewal application/to surrender its charter**. As a result, the school's charter will be terminated on its expiration date of **Expiration Date**, which effectively will close the school on that date. The New York State Education Department will work with the school to protect the best interests of displaced families and staff with a focus on assisting successful transitions for all parties involved

### **1. Why is **Name of School** Charter School closing?**

**Option 1:** The school is closing because at their **Date of Regents Meeting**, the Board of Regents voted **to deny the school's charter renewal application, also called "non-renewal," of /revoke the charter** which means that the school's operations will terminate on **Date of Charter Expiration**.

Based on the review of evidence related to the school's educational/governance/financial record, the Board of Regents was unable to make all of the findings that it, as the chartering entity, was required by law to make in order to approve a charter renewal application/continued operation.

The recommendation presented to the Regents can be found at:

[Link to Regents Meeting Agenda when Recommendation was Acted Upon.](#)

The final voted language can be found in the [Date of Report](#) P-12 Committee Report at:

[Link to Report.](#)

**Option 2:** The School is closing because on [Day, Date of Vote](#), the school's board of trustees voted not to submit a renewal application/to withdraw a submitted application/to surrender its charter. The reason this decision was made is XXXXX

**2. When is the last day of instruction?**

**Options 1 and 2:** The school will officially close on [Date of Closure](#). The last day of instruction at the school is [Date of Last Day](#). When a final determination is made, updates will be posted to this FAQ document and on the [Name of School's](#) website.

**3. How will I find a new school for my child next year?**

**Options 1 and 2:** The New York State Education Department will coordinate with the school and the [District of Location](#) to provide students enrolled at [Name of School](#) with as many enrollment alternatives as possible, including at other charter schools.

**4. How do I obtain a copy of my child's records?**

**Options 1 and 2:**

Copies of your child's records are available to you, upon request, at the school.

**5. Do I have to forward my child's records to her/his new school?**

**Options 1 and 2:**

Copies of your child's records will be forwarded, automatically, by [Name of School](#) upon your child's enrollment in another school and/or upon dissolution of the school's education corporation.

**6. What happens if I have not chosen a new school for my child by [Date of Charter Expiration](#)?**

**Options 1 and 2:**

It is in the best interest of families in this situation to make decisions prior to the date of school closure. In the event that you have not selected a school by [Last Day of School Instruction](#), you may have significantly fewer options in placing your child for next year.

**7. Is the school financially stable?**

**Options 1 and 2:**

NYSED [made no findings/made findings of fiscal issues](#). Please refer to the school's Renewal Report.

**8. Is there anything that can be done to prevent closure?**

**Option 1:**

Decisions of the Board of Regents are final and shall not be reviewable in any court or by any administrative body.

**Option 2:**

The school's board of trustees' vote not to submit a renewal application/to withdraw a submitted application/to surrender its charter is final and not subject to appeal.

**9. Is anything being done to help employees of the school find new jobs?**

**Option 1:**

Unfortunately, this is not an area in which the Department can assist.

**Option 2:**

The board of trustees and the school leadership are able/unable to assist with helping employees find new jobs/working with all employees to (Describe).

**10. Who can I contact with additional questions?**

**Options 1 and 2:**

The liaison at the New York State Education Department is Liaison Name. (S)he may be reached at (518)-474-1762 or email address. The trustee liaison is Name of Trustee Liaison and may be reached at Contact Information. The school liaison is Name of School Liaison who may be reached at Contact Information.

*Revised on 8-28-2018*